



## TOWN OF MIDDLEBURY

*Board of Finance  
1212 Whittemore Road  
Middlebury, CT 06762*

### **Regular Meeting Minutes Wednesday February 10, 2021 ZOOM**

Present: William Stowell, Chairman  
Rita H Smith, Board Member  
Joseph Drauss, Board Member  
Vincent Cipriano, Board Member  
Dawn Albizu-Calabrese, Board Member  
John Jenusaitis, Alternate  
Natrajan Kuppuraj, Alternate

Absent: Stephen Ruccio, Board Member

Also Present: Ed St John, First Selectman  
Robin Stanziale, CFO  
Ralph Barra, Selectman  
Elaine Strobel, Selectman  
Rachel Primus, Recording Clerk

William Stowell opened the meeting at 7:00 PM with the pledge of allegiance.

#### **Approval of January 27, 2021 Special Meeting Minutes**

**VOTED:** Unanimously on a motion by Rita Smith and seconded by Joseph Drauss to **APPROVE** the January 27, 2021 special meeting minutes.

#### **Reports**

- **Chief Financial Reports**

Robin Stanziale reported they are almost done with the audit and their goal is not to have to ask for another extension. She received the Governor's proposed State Budget from CCM. The grants will stay the same. She said they are seeing deficits on the revenue side and have some savings on the expense side. Robin doesn't see this year ending in a deficit, it will be close, but they will have to keep an eye on it.

- **Tax Collectors Reports**

Included in packets. Robin said they are a little behind this year from the same time last year. There is 2 ½ % remaining. Brenda said things are looking better since January 31<sup>st</sup> and they have collected \$1.7 million. She said delinquent notices will go out tomorrow. She only knows of one customer that is taking advantage of the 3%. She is hoping people will contact her to let her know where they stand.

- **Special Duty**

Amy reported private duty has been slow. The money is coming in, except from Frontier. A discussion ensued regarding Frontier and their bankruptcy filing.

### **Old Business**

- **Fenn Farm**

Bill Stowell said there has been a Charter revision which changed the Committee to a Commission. He said the democratic side is still trying to find a person to fill a spot, so it is not up and running at this point. Bill explained that Rob Fenn was telling people to do work without Public Works knowledge. They don't want this to happen anymore, they want things to go through Dan. There has been a septic issue, which they hired an outside company to pump out the cesspool until the sewer lining is installed. The company would come every 10 weeks and pump as needed. Two weeks ago Rob Fenn called the company to come out and pump. Robin was called to make sure it was ok to go out. There was no immediate need for him to pump, but since he was there we had him do it anyway. A resolution for a motion to consider was drafted. Bill read it into the record.

"The Board of Finance is requesting the Town Attorney draft and send a letter to Mr. Robert Fenn regarding the maintenance and repair to the buildings or grounds of the property commonly known as Fenn Farm. Mr. Fenn is not allowed to arrange for any repairs or maintenance of the buildings or grounds on the farm that he considers to be the responsibility of the Town of Middlebury to be responsible for repairing. Mr. Fenn will request the Town of Middlebury review his requests for these repairs by contacting either a member of the Land Preservation & Open Space Acquisition Commission designated as his point of contact for these matters or the Director of Public Works, Mr. Dan Norton. The Town of Middlebury will review the requested repairs to determine if they are in fact the responsibility of the Town to repair. Once it is agreed by both parties that the repairs are required to be accomplished by the Town, the Director of Public Works will arrange for the repairs to be made either by Public Works personnel or by a contractor they decide to complete the work and will issue a contract or purchase order for the repairs. If Mr. Fenn should make his own arrangements to have work performed without following the provisions in this paragraph, then he will be personally responsible for the costs of those repairs."

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to **ACCEPT** the resolution.

### **New Business**

Bill said that Robin and Ed were going to present the budget. There will not be a discussion on it tonight, but they will discuss it at the next meeting.

Ed St John pointed out that the board has received 2 packets and stated Robin will mail out a hard copy of the Selectman's budget that is being presented tonight. He said the only big spikes you will see are in the Police Department because of the Police Accountability Act which will be an annual fee of \$80,000.00 which took effect in January. And in Bond Debt Principal and interest because they took advantage of low interest rates.

Ed said they had a lot of reductions as well as a few increases. Overall there will be a 1.81% budget increase. He said the revenues lost money on investment income. Ed said the Capital list included some suggested items.

Robin explained to the members what they would find when opening their emails. She said they had asked the departments to create their budgets as business as usual.

Bill said that if the board had any questions to give Robin or himself a call so they can be

prepared at the next meeting. He said he received an invitation from the superintendent to attend the meeting on February 22<sup>nd</sup> where they will present the BOE budget for the first time. The joint board meeting will be held on March 24<sup>th</sup>, which is the same day as the Special BOF meeting. He asked if any of the members would like to attend that meeting. Bill said at the special meeting they will hear from the Fire Department and Police Department.

**Public Comment**

None

**Adjournment**

VOTED: Unanimously on a motion by Vincent Cipriano and seconded by Rita Smith to **ADJOURN** the meeting at 7:35 PM.

Respectfully Submitted,

Rachel Primus, Recording Clerk

Cc: Board of Selectmen  
Board of Finance and Alternates  
Janine Bowler, Town Treasurer  
Email Notification for Website  
File