



## **TOWN OF MIDDLEBURY**

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

**Meeting Minutes  
Wednesday May 12, 2021 – 7:00 PM  
Shepardson Community Center, Auditorium  
And via ZOOM**

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

Absent:

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

William Stowell opened the meeting at 7:01 PM with the pledge of allegiance.

**Approval of March 10, 2021 Meeting Minutes**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to **APPROVE** the March 10, 2021 meeting minutes. Dawn Calabrese abstained.

**Approval of April 6, 2021 Public Hearing Minutes**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to **APPROVE** the April 6, 2021 public hearing minutes.

**Approval of April 6, 2021 Special Meeting Minutes**

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Vincent Cipriano to **APPROVE** the April 6, 2021 special meeting minutes.

**Approval of May 5, 2021 Special Meeting Minutes**

**VOTED:** Unanimously on a motion by Vincent Cipriano and seconded by Joseph Drauss to **APPROVE** the May 5, 2021 special meeting minutes.

## **Reports**

- **Chief Financial Officer Reports**

Robin reported the town has received the LOCIP money and they have received all the State grants which are in the general fund. She said the tax receipts have met the budget and she feels they will still be ending the year with a surplus. There are some items that they are watching on the expense side. Department of Public Works has some additional FEMA expenses from the August storm. But overall, Robin said she thinks things look good. Robin said they have received the bound copies of the town audit and it is available to the members. She said the auditors will be presenting it at the next meeting in June. Robin said they will be starting the next audit, with the preliminary in June. She said there are some departments that are over budget for this fiscal year. Bill said they will need to do transfers for the departments that are over budget. He asked Robin to have them for the next meeting. Robin said they are creating a new process for the explanation for the budget overages. She said they should be receiving the American Rescue Funds which can offset some of the expenses. There was a discussion regarding the departments that are over budget.

- **Tax Collectors Report**

Brenda reported that things are going fairly well. She said the tax collection is over budget, which she is happy considering having used a lower rate due to Covid-19. Brenda said that May has been slow so far, but the motor vehicle payments are still coming in. She reported the Marshall is doing well and money has been coming in. Her goal is to have the bills go out on June 11<sup>th</sup> which will include information regarding the revaluation.

- **Special Duty**

Bill reported the month started with a balance of \$42,992.00, \$15,291.00 debit, \$29,208.00 credit with an ending balance of \$29,075.00. He said most of the charges are recent and that Amy is doing a great job of staying on top of things.

## **Old Business**

Bill wanted to congratulate everyone on getting the budget passed on the first go around. He wanted to thank Robin and Connie on preparing the budget this year and the department heads for their cooperation with the new procedure. He said he feels it will be nothing but better from here on out.

## **New Business**

- **Discussion of holding future meetings via zoom/in person**

Bill said he is hoping there will be some sort of normalcy on May 19<sup>th</sup> when the State opens more things up. He asked if the requirement for continuing to have both in person and zoom minutes be required. Ed St John said the town has lost their long term custodian for Shepardson so there may be a delay. They are currently accepting applications and are hoping to have someone to cover the cleaning of the building. He said the bathrooms are just about finished as well. Joseph Drauss suggested waiting until September until more people are vaccinated. Robin said that the auditors will be in person for the June meeting. A discussion ensued regarding the zoom meetings. There was a discussion on the CNRF Reserve accounts. Bill stated that Vinnie had requested monthly reports on the CNRF and the Reserve account. Robin said she emailed them out prior to the meeting.

Bill said the board needs to send a letter to the State regarding who will be handling the FY 2020-2021 audit. He noted that CLA has a 3 year contract with the town.

**VOTE:** Unanimously on a motion by Vincent Cipriano and seconded by Steven Ruccio to **APPOINT** CLA as the Auditors for the FY 2020-2021.

Bill said the people who are attending via zoom will need to make arrangements to get the hard copy of the audit report. If the board has any questions he asked they start putting them together for the auditors and get them to Robin prior to the June meeting.

**Public Comment**

None

**Adjournment**

**VOTED:** Unanimously on a motion by Joseph Drauss and seconded by Vincent Cipriano to **ADJOURN** the meeting at 7:23 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