



TOWN OF MIDDLEBURY

Board of Selectmen

MINUTES
Board of Selectmen
Monday, April 15, 2024 – 6:30 p.m.
Town Hall Conference Room

RECEIVED FOR FILING
April 17 2024 at 3:55 p.m.
TOWN CLERK'S OFFICE
MIDDLEBURY, CT
[Signature]
TOWN CLERK

Start – 6:30 p.m.

End – 7:12 p.m.

Present:

Edward B. St. John, First Selectman
J. Paul Vance, Selectman
Jennifer Mahr, Selectman
Robert Smith, Town Attorney
Vin Cipriano, Board of Finance, Chairman
Rita Smith, Library Board of Trustees –
Chairman, PD – Commissioner, BOF member

John Jenusaitis, BOF- member, Retirement
Plan Committee Chairman
Liana St. Germain, Recording Clerk
Marj Needham, Middlebury Bee Intelligencer
Also Present
Bob Marages
Peter Trincherro

Call to Order with Pledge of Allegiance

The meeting was called to order by the First Selectman at 6:30 p.m. with the Pledge of Allegiance.

Approval of the April 1st, 2024, Meeting Minutes

First Selectman St. John **MOTIONED** to approve the minutes from April 1st, 2024, **SECONDED** by Selectman Vance. Unanimous approval.

Tax Rebates

Samuel A. Joanne A. Dexter \$144.75

Matthias Peters-Kroll, Trustee - \$3,639.86 – *correction from the last meeting: the name was incorrect, not the amount.*

Matthias Peters-Kroll, Trustee - \$783.66 – *correction from the last meeting: the name was incorrect, not the amount.*

First Selectman St. John **MOTIONED** that these rebates take their usual course, **SECONDED** by Selectman Mahr. Unanimous approval.

Appointments

None

Discussion and Consideration

Attorney Robert Smith – Panhandlers Ordinance

Attorney Smith stated it was presented at the last meeting, and if it's accepted, all that needs to take place is a vote to approve it, and the town clerk has it published, and it takes effect after 30 days. Selectman Mahr questioned if this would affect the Police or Fire Department when they fundraise. Attorney Smith noted that it would not, and it would not apply to peddlers either.

First Selectman St. John **MOTIONED** to approve the Panhandlers Ordinance **SECONDED** by Mahr. Unanimous approval.

Attorney Robert Smith

First Selectman St. John stated that at the last Board of Selectman meeting, Selectman Mahr raised some issues regarding the charter and other items, and Attorney Smith was tasked with looking into the matter. (See attached) First Selectman St. John asked Vin Cipriano, Chairman of the Board of Finance (BOF), if he disputed anything stated. Mr. Cipriano noted that he did not and that the budget has always been an open process; they are open meetings and always open to anyone's input/ideas. Mr. Cipriano noted that this is a long process that starts in December, and the Board of Finance works through each line item and then brings in the five major department heads and meets with them as they present their budget. Everyone is involved in the process. Mr. Cipriano stated that this starts with the department heads; this is their budget and it's their requests. The BOF reviews it, the First Selectman reviews it, and then it's reviewed together. Mr. Cipriano noted that the process is good, fair, and inclusive, and we want to hear from the people putting those budgets together because who knows better than the department heads? First Selectman St. John stated that the last paragraph states it all: moving forward, since Selectman Mahr felt that she was not part of the formal process, all budget discussion meetings with the BOF will be joint meetings with the Board of Selectmen. Mr. Cipriano agreed and stated that it gets everyone involved. First Selectman St. John noted that it has been understood but has not met the letter of the charter, and this would be the best way to resolve it. Selectman Vance stated that the BOF provided him with a lot of information. Selectman Vance wished to congratulate the BOF; each member is a volunteer, and they are hard-working, dedicated people. Mr. Cipriano would also like to thank and give kudos to the town's Finance Department, Seth and Connie, for putting everything together; they are the unsung heroes. Also, I would like to thank Brenda Carter, our Tax Collector, who has since retired; she did a tremendous job in collecting taxes and got a very high percentage of tax collection; and Cindy Palomba, who has since taken over for her, which she is in the same setup. Mr. Cipriano noted that he appreciates all the hard work from everyone involved; this is not an easy process.

Selectman Mahr stated to Attorney Smith in the last paragraph that "if there is a desire to more fully incorporate the Selectmen into the process," but then you go on to say what the charter requires in its newest changes. Selectman Mahr stated that she wanted to make it clear that the charter had requirements that were not met at this time and that we will be meeting them in the future. Is this an accurate statement of what was said? First Selectman St. John stated you could interpret this how you wish; you attended every BOF meeting but one, and you had the opportunity to ask questions/comments but said nothing. First Selectman St. John noted that he understands that the charter calls to have formal meetings, and starting this December, "we will be doing just that."

Bob Marages asked about the budget and Mr. McCormick at last week's budget hearing meeting regarding the capitol budget. Mr. McCormick stated that the town isn't going up 3%. In fact, the town is going up 11%. Mr. Cipriano noted that this is something that Mr. McCormick has spoken about in the past, putting the capital budget in with the general fund budget, which we have indicated that we are not doing. It's funded from undesignated funds, and that is why it's kept separate. We started doing this four years ago. The money that is funding the designated funds are the surpluses that have been accumulated over time. Mr. Cipriano noted that putting it back in the general fund budget to tax our residents on it again just doesn't make sense. We are taking from our savings account, and we are paying as we go. Mr. Cipriano noted that there are a couple of bonds out there from larger projects that the town has done years ago.

First Selectman St. John stated that there are some unknowns, one of them being the governor's budget and the school board, and did not consider whether they will get any additional funding.

Peter Trincherro asked what the town would do when the governor dissolved the car taxes. First Selectman St. John stated that he believes the formula the state will use will raise property value from 70% to 80%.

Selectman Mahr noted that the school district budgeted for losing the money for the grant that assists with special education.

Selectman Mahr – ZOOM Access / Issues

Selectman Mahr stated that two letters came in after the April 4th Planning and Zoning meeting, and the ZOOM link didn't work. The letters were specifically at the fact that the link didn't work. Some other broader issues were brought up as well. Selectman Mahr noted what happened on that day and why the link didn't work is; that we have lost two of our recording clerks, and there had been some changing of personnel that helps out with different meetings, and one of those responsibilities was getting things up on the website. In that process, with the ZOOM link, it was a failure to execute it properly, and we have now realized what that was and how we can prevent that in the future. Selectman Mahr noted that it does bring up some things to pay attention to. If an agenda is posted, there is a way to do it so that the link is live, and there are also routine places within the town website that we are working on, for example, on the town calendar. Some of the larger issues are how the website functions in general and who's responsible for looking at the website overall. Selectman Mahr noted that Ms. St. Germain advised that each commission and department head handles their page, and each recording clerk handles posting agendas and minutes. Selectman Mahr asked about how many hours were spent last week updating the website, which I, Ms. St. Germain, advised a couple of hours just due to catching up and updating all the newest members. Selectman Mahr also asked when the contract will be renewed with CivicPlus. She was advised that this would be looked into but also informed that several talks have been in the works with CivicPlus on what options Middlebury has for upgrading the website. Selectman Mahr stated that it is a future event when we look for someone where this is their job, and I, Ms. St. Germain, advised that it's not needed full-time.

Selectman Mahr noted that the last question that came out of these letters was whether more boards and commissions could use the ZOOM function. Selectman Mahr stated that the town has invested in the technology in the Conference Room, and anyone who already meets in this room has access to the equipment.

Selectman Mahr noted that the last piece connected to all of this is how long we need to store these meetings and how long we have to hold on to them. Selectman Mahr was advised that audio and video must be kept for up to six months unless any legal action is being taken.

Selectman Mahr stated that another meeting was held with the Task Force regarding the illegal use of ATVs and dirtbikes on the Bridle Trail. It was a very encouraging meeting. Lots of progress was made, and there will be something to announce by the end of the next meeting in two weeks. Selectman Mahr noted that she was really impressed with the professionalism that's come into the room and the expertise both at the state level and surrounding police departments that are working on this.

First Selectman St. John stated that this has been a problem for twenty years, and we're finally getting where it needs to be. Selectman Vance noted that this will be successful since it is multi-jurisdictional. Part of the trail is in Middlebury, and the rest of the trail is in other towns. Everyone will come together, and it will be successful.

Thank you – Dinova’s – Four Corners Store

First Selectman St. John stated that he received notice that Dinova’s – Four Corners Store will be closing after speaking with Joe Dinova last Monday. First Selectman St. John noted that the Board of Selectmen does not play a role in deciding who the business owner leases to or rents it to; that is entirely up to them; that is their property. After 83 years of caring for the town's needs, we put a proclamation together. First Selectman St. John Read the following. (see attached)

“Proclamation

Honoring the Dinova Family and the Four Corners Store

Whereas, the Four Corners Store, a cherished establishment in our community, has faithfully served the residents of Middlebury for **83 remarkable years** and

Whereas, the Dinova family, spanning **three generations**, has been the heart and soul of this beloved store, providing not only goods and services but also a warm and welcoming atmosphere; and

Whereas, their unwavering commitment to generosity has touched countless lives, from sponsoring local events to supporting families in need; and

Whereas, the Dinova family’s legacy will forever be etched into the fabric of Middlebury, leaving an indelible mark on our town’s history; and

Now, Therefore, be it proclaimed by the Middlebury Board of Selectmen:

1. We express our deepest gratitude to the Dinova family for their tireless dedication and selflessness.
2. We recognize the Four Corners Store as a beacon of community spirit and resilience.
3. We honor the memories created within its walls and the countless conversations shared over the years.
4. We extend our heartfelt wishes to the Joseph Dinova family as they embark on a new chapter.

May the spirit of the Four Corners Store continue to inspire kindness, unity, and goodwill in Middlebury and beyond.

Given under our hands and the seal of the Middlebury Board of Selectmen on this 15th day of April 2024.”

First Selectman St. John stated that as the town went through the pandemic, there was a lot of effort to keep our business operational during that time. Joe Dinova worked closely with the town so we could keep things moving in town. The Dinova family has always been extremely generous over the years. They are going to be missed. First Selectman St. John stated how do say thank you to people who have done it all and have been part of our community for 83 years.

First Selectman St. John **MOTIONED** to approve the Proclamation **SECONDED** by Selectman Vance. Unanimous approval.

Public Comments

Marj Needham stated that Dinova – Four Corners Store, every Thanksgiving Social Services provides baskets. Dinova would Donate them with 35 or so turkeys for residents in this town who would not otherwise have Thanksgiving.

First Selectman St. John stated that they have done that historically for as long as he could remember, and we will never fill those shoes.

Vin Cipriano noted having a business like this close up is devastating. It shows that businesses will not survive if the residents do not support them. We need to support the businesses in our town. Otherwise, they won't come into town.

Peter Trincherro stated that after an extensive discussion at the budget hearing, there was a section on the capital budget that he was concerned about, which was resurfacing. There seem to be a lot of roads in Middlebury that received resurfacing are peeling off. Is this common? First Selectman St. John noted that Mr. Trincherro did reach out to Director Dan Norton, and asked regarding this issue. First Selectman St. John stated that he is not familiar with this but believes it is caused by moisture coming between the layers of pavement.

Executive Session

None

Adjournment

First Selectman Edward B. St. John **MOTIONED** to ADJOURN the meeting at 7:12 p.m.; **SECONDED** by Selectman Mahr. Unanimous approval.

The next meeting is slated for Monday, May 6th, 2024, at 4:00 p.m.

These minutes are submitted subject to approval.

Respectfully Submitted,

Liana St. Germain

Recording Clerk

PANHANDLING CONTROL

Section 1. PURPOSE

The purpose of this chapter is to preserve the public order, to protect the citizens of the Town of Middlebury and to ensure the safe and uninterrupted passage of both pedestrian and vehicular traffic, without unconstitutionally impinging upon protected speech, expression or conduct.

Section 2. DEFINITIONS.

The following terms shall apply to this chapter as written unless context indicates or requires a different meaning:

ASK, BEG, OR SOLICIT ALMS. Includes the spoken, written, or printed word or such other act conducted for the purpose of obtaining an immediate donation or money or thing of value.

FALSE OR MISLEADING MANNER. Includes, but is not limited to, the asking, begging, or soliciting of alms, including money and other things of value, through utilization of any of the following representations:

- (1) Stating or expressing that the donation is needed to meet a specific need, when the solicitor already has sufficient funds to meet that need and does not disclose that fact;
- (2) Stating that the solicitor is from out of town and stranded, when that is not true;
- (3) Wearing or displaying an indication of physical disability, when the solicitor does not suffer the disability indicated; or
- (4) Use of any makeup or device to simulate deformity.

Section 3. PROHIBITED ACTS BY PERSON ASKING, BEGGING OR SOLICITING ALMS.

(A) Approaching, speaking to or following a person in a manner as would cause a reasonable person to fear bodily harm.

(B) Approaching, speaking to or following a person in a manner as would cause a reasonable person to fear the commission of a criminal act upon the person, or upon property in the person's immediate possession.

(C) Touching another person without that person's consent.

(D) Blocking or interfering with the safe or free passage of a person or vehicle in a way likely to cause bodily harm or property damage.

(E) Directing abusive or profane language toward any person.

(F) Asking, begging, or soliciting alms, including money and other things of value, in a false or misleading manner.

(G) Continuing to ask, beg, or solicit alms from a person after the person has made a negative response.

(H) Following the person solicited, before, after or while asking, begging or soliciting alms.

Section 4. INTERPRETATION.

No provision of this section shall be interpreted or construed to prohibit speech, expression or conduct protected by the laws or constitutions of the United States or of the State of Connecticut.

Section 5. PENALTY.

Any person who violates any provision of this ordinance, for which no other fine is provided, may be fined up to a maximum of \$250.00 and/or, depending on future availability, may be referred to the Waterbury Community Court pursuant to Conn. Gen. Stat. § 51-181c(d) and Court Policies and Procedures.

Adopted by Board of Selectmen on:

**ROBERT W. SMITH
LAW OFFICES, LLC**

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RECEIVED
APR 15 2024
Selectman's
Office

April 15, 2024

Edward B. St. John, First Selectman
Town of Middlebury
1212 Whittermore Road
Middlebury, CT 06762

Re: Statement of Selectman Jennifer Mahr, to Joint BOS/BOF Meeting on 4/2/24

Dear Ed:

You have requested that I review the above-referenced April 2, 2024 Statement of Selectman Jennifer Mahr (copy attached), and provide a legal opinion, as to matters raised in that Statement.

Most important, are Selectman Mahr's claims of not being included in the budget process, and a lack of transparency as to "where...taxes go". Both claims are far from accurate.

As the attached "Board of Finance Meetings" list demonstrates, Selectman Mahr was present and participated in most of the Board of Finance Budget meetings. She had full opportunity to raise questions and discuss issues she wanted to address. In fact, the attached budget analysis, which she submitted at the March 13, 2024 Board of Finance meeting, addressed matters that she thought important (see attached analysis and Minutes).

Granted, Selectman Mahr was sworn into her position as Selectman, after the Budget Process began. But, this is one of the very reasons that the First Selectman was expected, by the Charter, and by both the Board of Selectmen (BOS) and the Board of Finance (BOF), to take charge of handling the initial phases of the budget process. He, like many times before, got Town Departments to prepare their budget requests. He went over those requests, discussed the particulars of the requests, and made adjustments.

The budget was prepared and discussed, with the First Selectman taking the lead, a decades-long practice, based on the First Selectman being a full time employee of the Town, and responsible for running the Town's Offices and Departments. This

practice has been successful in keeping Middlebury's taxes low, and in getting the most for our tax dollars.

While the BOS and BOF may have missed target dates in the Charter, the Budget itself was fully reviewed, and met the satisfaction of both the Board of Finance and Board of Selectmen.

As for capital projects, to argue for combining operating budgets and capital budgets demonstrates ignorance of budgeting requirements in Middlebury and other Connecticut towns. As Middlebury's CFO and BOF Chair clearly stated, at the Town's budget hearing, Connecticut Towns must not combine their capital budgets and operating budgets. In fact, if the two budgets are combined, the Town would be penalized, and lose state funding.

The operating budget is designed to show the sources and amounts of revenue, and all standard government expenses. Unlike the operating budget, the capital budget manages the Town's numerous assets, and contains goals and strategies for doing so.

It took several years for the BOF and BOS to develop the current process of financing and payment for capital projects. Middlebury residents have wholeheartedly supported these projects, which maintain the beauty and functionality of our buildings, roads and infrastructure, as well as boost our bond rating to the highest level in the State of Connecticut.

Finally, if there is a desire to more fully incorporate the Selectmen into the process, I would suggest that all of the BOF's budget meetings, prior to adoption of the Budget, be joint meetings of the BOS and BOF, thereby giving all an opportunity to completely discuss the budget prior to it being submitted to the voters. This is consistent with the newest charter changes that require the cooperation of both boards in the budget process.

Very truly yours,



Robert W. Smith

cc: Board of Selectmen

Joint BOS/BOF Meeting on 4/2/24

Good evening. I will not be voting for the proposed budget for the following three reasons:

First: The Board of Selectmen has failed to follow its obligations to the Town Charter regarding the budget procedure.

Charter Section 702.B: Board of Selectmen's Duties

The Board of Selectmen and the Chief Financial Officer shall review the budget requests. During or upon completion of the review, but no later than the February meeting of the Board of Finance, the Board of Selectmen shall meet with the Board of Finance to discuss recommended alterations or changes in said budget requests.

The Board of Selectmen has two new members that have never been through a budget cycle, and we were not included in the process to prepare this budget. The First Selectmen reviewed budget requests with the Board of Finance, the Board of Selectmen did not. The Board of Selectmen has spent zero time discussing the proposed General Fund budget or the proposed capital projects budget. I didn't even get a final copy of the budget to review for this meeting. There was little to no supporting information to justify the numbers on the spreadsheet. We have no stated priorities or goals, we have not discussed how or if we can keep the mil rate steady this year, and we have not addressed the elephant in the room, which is why we keep running a surplus each year to the tune of about a million dollars. For the 2023-24 budget, that represents 7.8% of the approved town's portion of the total budget (excluding the Region 15 portion of the budget).

Second: Section 702.C.2.e of the Charter requires not less than 8% of the total annual budget be held as a reserve. That's \$3,294,223 using the 2023-24 budget, and the unassigned fund balance currently is \$5,740,195, which is roughly 74% more reserve than is required. So, despite having a very healthy reserve, underspending last year's budget by \$285,424 and having a surplus of \$1,082,852, this year we're proposing an increase that is going to make the mil rate go up. I think we can do better for the taxpayers.

Third: We should have one budget, with all revenue coming in and all expenditures going out. I have no issue with the concept of "pay as you go" for capital expenditures, but the process we use does not make it easy for voters to track where their taxes go, nor are projects and costs fully identified ahead of time. When voters vote for the General Fund budget, we are representing to them that we need that amount of money to run the town. But we're consistently not spending our full budget, and we're drastically underestimating revenue. So the process that is deliberately creating a surplus is overtaxing our citizens. Period.

We then divert revenue that could have supported a lower tax burden on the voters to the capital projects fund, and we mix in some of the money we already overcharged voters, and we act like we're doing the voters a favor by spending this money outside the General Fund Budget. Increases in this spending are not advertised as a budget increase, even though they are. The Capitol projects budget was \$250,000 in 2021-22, and it's \$2,588,000 in the proposed 2024-25 budget. That budget grew 10 times in 4 budget cycles, and added to the proposed General Fund budget, our real increase is 10.7% this year, and that's before the Region 15 budget is added in. Is there no end to this spending? Will it always go up 74% each year? How can a voter distinguish between a want and a need in this budget, and how are we demonstrating any prioritization of projects subject to the burden the taxpayers already face with the General Fund budget?

I could not look a voter in the face and say with confidence that I believe this is a tight, transparent budget that supports a clearly articulated vision for Middlebury while respecting the sacrifices voters make to pay taxes in this town. Therefore, I will be voting no.

Board of Finance Meetings

December 13, 2023

- Jennifer Mahr attended
- Under New Business Ed discussed several areas that should be addressed as Capital items.

January 10, 2024

- Jennifer Mahr did NOT attend
- Ed handed out copies of the Dept. Heads request for FY 24-25 budget

January 24, 2024

- Jennifer Mahr attended
- Special meeting with Public Works, Police, Fire and Parks & Rec.
- Jennifer questioned the % increase in the DPW contractual salary line.
- Ed welcomed any input on the budgets

February 14, 2024

- Jennifer Mahr attended
- Ed handed out another copy of the working Board of Selectman budget for FY 24-25

- In response to a written request by Jennifer, Ed discussed Bonding VS Pay As You Go and Reserves

This meeting is when Jennifer requested that \$50,000.00 be removed from the Reserve for Snow and Ice Removal, Act. # 01-76-00-9845

March 13, 2024

- Jennifer Mahr attended
- Budget reviewed
- Budget revised to reflect the \$5,000.00 reduction to Brookdale Farm, Acct # 01-76-00-9850

Jennifer handed out her budget analysis comparing 2022-2023 and 2023-2024

Town of Middlebury Proposed 2024/25 Budget analysis

	2022-23 Budget	2022-23 Actual	2023-24 Budget	2023-24 Actual	Remaining %	2024-25 Budget
Board of Selectmen	\$163,143.00	\$153,959.51	\$166,248.00	\$107,716.99	35.21%	\$170,999.34
Finance	\$279,976.00	\$211,363.82	\$291,565.00	\$166,814.01	42.79%	\$289,036.95
Treasurer	\$5,421.00	\$5,421.00	\$5,529.00	\$3,633.07	34.29%	\$5,694.87
Assessment	\$180,518.00	\$160,191.80	\$185,362.00	\$99,900.63	46.11%	\$184,148.86
Tax Collector	\$94,712.50	\$85,860.35	\$118,657.00	\$79,224.08	33.23%	\$106,200.00
Town Clerk	\$143,185.00	\$136,162.13	\$145,615.00	\$92,098.28	36.75%	\$156,032.45
Registrar of Voters	\$43,784.00	\$35,936.14	\$44,062.00	\$19,762.62	55.15%	\$49,527.74
Board of Finance	\$43,700.00	\$46,776.69	\$47,100.00	\$47,105.11	-0.01%	\$55,100.00
Board of Assessment Appeals	\$1,725.00	\$1,286.66	\$2,625.00	\$329.15	87.46%	\$2,925.00
Legal	\$138,000.00	\$233,161.77	\$138,000.00	\$127,412.89	7.67%	\$163,000.00
Probate Court	\$3,000.00	\$3,054.53	\$3,000.00	\$0.00	100%	\$3,100.00
Town Hall	\$39,452.00	\$37,558.54	\$41,472.00	\$23,298.08	43.82%	\$41,472.00
Building Department	\$152,153.20	\$155,957.03	\$159,486.00	\$96,138.10	39.72%	\$164,228.58
Other Jurisdictions	\$54,233.00	\$50,921.57	\$54,333.00	\$51,629.32	4.98%	\$54,433.00
Planning & Zoning	\$32,758.00	\$41,299.52	\$34,578.00	\$33,982.54	1.72%	\$35,075.16
Zoning Board of Appeals	\$3,605.00	\$458.25	\$3,631.00	\$692.42	80.93%	\$3,631.00
Conservation Commission	\$14,540.72	\$19,198.22	\$15,567.00	\$9,613.65	38.24%	\$16,602.23
Economic Development Commission	\$2,000.00	\$1,780.72	\$2,000.00	\$2,000.00	0%	\$2,000.00
Beautification Committee	\$1,500.00	\$1,317.70	\$1,500.00	\$0.00	100%	\$1,500.00
Insurance	\$519,428.00	\$517,958.06	\$480,564.00	\$370,155.31	22.97%	\$520,600.00
Historical Society	\$5,045.00	\$5,085.11	\$6,375.00	\$3,798.60	40.4%	\$5,200.00
Water Commission	\$101,880.00	\$109,410.33	\$110,686.00	\$66,855.07	39.6%	\$115,000.00
Fire Department	\$312,692.23	\$294,667.69	\$349,092.00	\$150,920.49	43.36%	\$365,952.82
Civil Preparedness (EM)	\$14,307.00	\$13,746.44	\$14,413.00	\$4,396.27	69.5%	\$14,575.39
Fire Marshall	\$13,223.00	\$10,504.03	\$14,683.00	\$7,775.03	47.05%	\$16,485.00
Police Department	\$1,932,155.00	\$1,875,713.32	\$2,039,917.00	\$1,276,897.00	37.32%	\$2,249,720.42
Communications Center	\$265,339.00	\$243,257.78	\$270,109.00	\$244,985.18	9.3%	\$257,200.00
Dog Pound	\$5,303.00	\$4,751.19	\$5,303.00	\$3,745.40	29.37%	\$5,846.00
Professional Services	\$17,000.00	\$16,062.00	\$20,000.00	\$11,214.48	43.93%	\$20,600.00

	2022-23 Budget	2022-23 Actual	2023-24 Budget	2023-24 Actual	Remaining %	2024-25 Budget
Building and Grounds	\$734,568.00	\$764,137.64	\$792,352.00	\$523,014.04	32.6%	\$853,133.55
Shepardson Community Center	\$32,815.00	\$38,891.82	\$34,415.00	\$26,311.05	23.55%	\$42,490.00
Public Works	\$1,841,851.00	\$1,780,524.26	\$1,927,336.00	\$1,146,619.86	31.27%	\$1,958,980.00
Waste Removal	\$429,629.00	\$426,004.57	\$476,277.00	\$262,751.79	44.56%	\$493,426.00
Park & Rec Self Sustaining Account	\$105,000.00	\$101,275.94	\$105,000.00	\$65,279.98	37.83%	\$125,000.00
Park & Recreation	\$294,939.00	\$296,759.91	\$315,173.00	\$187,970.35	39.96%	\$336,915.00
Social Services	\$53,747.00	\$45,788.91	\$54,632.00	\$34,983.95	35.96%	\$54,074.26
Elderly Services	\$115,122.00	\$102,298.07	\$121,452.00	\$59,486.39	51.02%	\$124,080.00
Library	\$458,071.70	\$363,143.02	\$469,515.00	\$253,986.49	37.22%	\$483,983.98
Employee Benefits	\$2,146,323.00	\$2,150,615.10	\$2,243,248.00	\$1,751,291.62	21.93%	\$2,278,315.00
Refund of Taxes	\$12,000.00	\$4,038.96	\$10,000.00	\$900.60	90.99%	\$7,500.00
Department of Education	\$26,234,266.58	\$26,234,272.00	\$28,509,280.00	\$19,595,632.00	31.27%	\$29,516,061.00
Contingency Fund	\$45,000.00	\$0.00	\$45,000.00	\$4,200.00	90.67%	\$20,000.00
Technology	\$141,860.00	\$154,772.76	\$142,860.00	\$101,580.79	25.83%	\$150,000.00
Debt Service	\$1,190,583.80	\$1,190,583.82	\$935,770.00	\$935,769.98	0%	\$912,977.00
Capital Budget			\$138,000.00	\$138,249.05	-0.18%	\$138,250.00
Extraordinary Items	\$70,000.00	\$67,816.53	\$86,000.00	\$5,812.99	93.24%	\$41,000.00
Undesignated Fund Balance Transfer	\$0.00	\$778,495.05	\$0.00	\$579,000.00		\$0.00
Total	\$38,489,554.73	\$38,971,978.06	\$41,177,782.00	\$28,774,935.70		\$42,622,072.60
Running under budget (+5%)						
Running over budget (-5%)						
Not in budget						

Town of Middlebury		Budget 01-02	Actual 01-02	Budget 02-03	Actual 02-03	Budget 03-04	Actual 03-04
General Fund	\$	11,019,750.20	\$	12,566,202.79	\$	12,737,703.00	\$
Capital Projects	\$	200,000.00	\$	1,394,000.00	\$	1,484,000.00	\$
Region 18	\$	28,002,444.00	\$	26,234,558.58	\$	26,234,272.00	\$
Total	\$	37,172,194.20	\$	39,773,561.37	\$	39,571,575.00	\$
						42,881,782.00	46,210,720.00



TOWN OF MIDDLEBURY

Board of Finance
1212 Whittemore Road
Middlebury, CT 06762

Meeting Minutes
Wednesday, March 13, 2024 – 7:00pm
Town Hall Conference Room

Present: Vincent Cipriano, Chairman
Dawn Albizu-Calabrese, Board Member
John Jenusaitis, Board Member
John Moriarty, Board Member
Rita Smith, Board Member
Stephen Ruccio, Board Member
George Flaherty, Jr., Board Member Alternate
Brendan Browne, Board Member Alternate
Natrajan Kuppuraj, Board Member Alternate

Also Present: Edward B. St. John, First Selectman
Jennifer Mahr, Selectman
J. Paul Vance, Selectman – via Zoom
Seth Bernstein, CFO
Attorney Robert Smith
Tracy B. Graziano, Recording Clerk

Call to Order

Mr. Cipriano called the meeting to order with the Pledge of Allegiance at 7:00pm.

Approval of Prior Minutes

Mr. Jenusaitis made a MOTION to approve the Minutes from the February 14, 2024 meeting.
Ms. Smith SECONDED and the MOTION was unanimously

Reports

- **Chief Financial Officer's Report**

Mr. Bernstein reported that February was a quiet month for both revenues and expenses. He stated that revenues, at \$40.3 million, are close to the target revenue for the fiscal year, noting that investment income and tax collections had a good month. He added that he doesn't expect too much more in tax revenue for the remainder of this budget. There is about \$2 million in taxes that will be difficult to collect. Mr. Jenusaitis asked if there are any tax sales pending. Mr. Bernstein replied yes. Mr. St. John added that he believes there are 5 or 6 in this group.

Mr. Bernstein stated that expenditures are pretty much in line with 30% of the budget year remaining. He added that the big departments; DPW, Police and Fire, and insurance and employee benefits are right where they should be. Mr. Ruccio asked Mr. Bernstein for an update on the status of a possible revenue surplus. Mr. Bernstein will have that information for the April meeting.

- **CNRF & Reserve Reports**

None

- **Capital Project Fund**

None

- **Infrastructure/Capital/Reserves**

None

- **Tax Collector's Report**

See Appendix 1.a.

- **Special Duty Report**

None

- **First Selectman Status of Projects and Updates**

Mr. St. John stated that these status' and updates are part of the budget review/discussion.

Routine Business

- **Budget Transfers as Required**

None

- **Correspondence**

None

Old Business

Budget Review/Discussion – Mr. Bernstein distributed a General Fund Revenue Proposed FY 2024-2025 Board of Selectmen Budget. He presented a brief overview of the line items followed by discussion.

Mr. Cipriano opened a discussion regarding the General Fund Expenditures Proposed FY 2024-2025 Board of Selectmen Budget that was included in the meeting packet.

Two adjustments were identified as a result of these discussions; Mr. St. John pointed out that expenditures for the new Early Voting program under the Registrar of Voters and the Town Clerk's Office should also be reflected on the revenue side as the Town is receiving a one-time start-up grant of \$10,000.

Ms. Smith proposed keeping the Brookdale Farm line item, under Extraordinary Items on the expenditures side, at the current \$20,000 versus the proposed \$25,000 for FY 2024-2025, based on their current expenditures. The Board members agreed. Mr. Bernstein will make the necessary adjustments.

New Business

None

Public Comments

Ms. Mahr asked if there is a list of roads included in the proposed Capital Projects budget. Ms. Smith gave her a copy of the list of roads and bridges.

Ms. Mahr distributed a Town of Middlebury Proposed 2024/25 Budget Analysis, comparing fiscal years 2022-23 and 2023-24, budgeted and actual, through February 2024, that she prepared to help identify any departments that consistently show a budget surplus. She asked the Board of Finance members to please review it for the next meeting.

Adjournment

Mr. Jenusaitis made a MOTION to adjourn. Mr. Ruccio SECONDED, the meeting adjourned at 8:13p.m.

Next meeting of the Board of Finance will be a joint meeting with the Board of Selectman on Tuesday, April 2, 2024 at 7:00pm in the Town Hall Conference Room.

Respectfully submitted subject to approval,
Tracy Graziano
Recording Clerk

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

Appendix 1.a. 1 of 3

March 5, 2024

To: Board of Finance

From: Cindy Palomba
Tax Collector

SUBJECT: February 2024 Collection Report

Attached please find the February 2024 report.

02/29/2024

Real Estate: 98.38%

Motor Vehicle: 95.95%

Supplemental Motor Vehicle: 83.35%

Personal Property: 95.46%

The Marshal has scheduled a tax auction for Thursday, May 23, 2024 at 6:00 P.M.

There were originally six properties scheduled for auction but one property owner has paid the Marshal in full.

The Marshal called yesterday, March 4, to report another property owner just dropped off a check to pay their delinquent taxes.

As a result, we will have four properties scheduled for the tax auction.

Any questions please let me know


Cindy

Terminal / Batch	
Terminal	4
Batch	1213

Town Only		
Cash	0.00	0
Check	3,141.13	5
Credit Card	0.00	0
Total	3,141.13	5

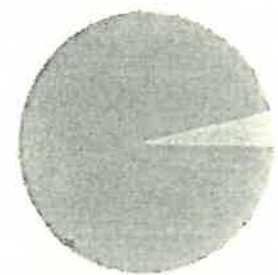
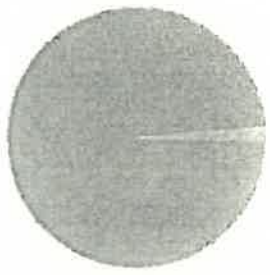
Last Assessor Bridge	
Run on:	02/22/2024

Percent Collection as of 03/05/2024

REAL ESTATE
 Uncollected - 1.62%
 Collected - 98.38%

PERSONAL PROPERTY
 Uncollected - 4.54%
 Collected - 95.46%

MV REGULAR
 Uncollected - 4.05%
 Collected - 95.95%



Total Due = \$532,676.33
 Total Paid = \$32,248,683.32

Total Due = \$93,518.18
 Total Paid = \$1,965,853.20

Total Due = \$137,859.71
 Total Paid = \$3,265,676.57

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	32,781,359.65	32,248,683.32	532,676.33	98.38
PERSONAL PRO	2,059,471.38	1,965,853.20	93,518.18	95.46
MOTOR VEICL	3,403,536.28	3,265,676.57	137,859.71	95.95
SUPP MOTOR V	444,010.20	370,094.90	73,915.30	83.35
SEWER USAGE	1,490,187.12	1,445,842.03	44,345.09	97.02
TOTALS:	\$40,178,564.63	\$39,296,250.02	\$682,314.61	



TOWN OF MIDDLEBURY

Board of Selectmen

Proclamation

Honoring the Dinova Family and the Four Corners Store

Whereas, the Four Corners Store, a cherished establishment in our community, has faithfully served the residents of Middlebury for **83 remarkable years** and

Whereas, the Dinova family, spanning **three generations**, has been the heart and soul of this beloved store, providing not only goods and services but also a warm and welcoming atmosphere;
and

Whereas, their unwavering commitment to generosity has touched countless lives, from sponsoring local events to supporting families in need; and

Whereas, the Dinova family's legacy will forever be etched into the fabric of Middlebury, leaving an indelible mark on our town's history; and

Now, Therefore, be it proclaimed by the Middlebury Board of Selectmen:

1. We express our deepest gratitude to the Dinova family for their tireless dedication and selflessness.
2. We recognize the Four Corners Store as a beacon of community spirit and resilience.
3. We honor the memories created within its walls and the countless conversations shared over the years.
4. We extend our heartfelt wishes to the Joseph Dinova family as they embark on a new chapter.

May the spirit of the Four Corners Store continue to inspire kindness, unity, and goodwill in Middlebury and beyond.

Given under our hands and the seal of the Middlebury Board of Selectmen on this 15th day of April 2024.



Edward B. St. John
First Selectman



J. Paul Vance



Jennifer Mahr

