



**TOWN OF MIDDLEBURY** RECEIVED FOR FILING  
*Board of Selectmen* At 21 20 22 at 10:25 AM  
TOWN CLERK'S OFFICE  
MIDDLEBURY, CT

**MINUTES**  
**Meeting of the Board of Selectmen**  
**Monday, October 17, 2022 – 4:00 p.m.**  
**Town Hall Conference Room**

**Start: 4:00 p.m.**

**End: 4:17 p.m.**

**Present:**

Edward B. St. John, First Selectman  
Elaine Strobel, Selectman  
Ralph Barra, Selectman  
Robert W. Smith, Town Attorney

Marj Needham, Middlebury Bee Intelligencer  
Linda Zukauskas, Voices  
Liana St. Germain, Recording Clerk

**Call to Order with Pledge of Allegiance**

The meeting was called to order by the First Selectman at 4:00 p.m. with the Pledge of Allegiance.

**Approval of October 3, 2022, AMENDED Meeting Minutes**

First Selectman Edward B. St. John MOTIONED to approve the October 3<sup>rd</sup>, 2022 amended minutes, SECONDED by Selectman Ralph Barra. Unanimous approval.

**Tax Rebates**

Frances J. & August J. Dinova - \$124.73  
Toyota Lease Trust - \$72.27

First Selectman St. John has requested these rebates take their usual course, SECONDED by Selectman Strobel. Unanimous approval.

**Resignation**

None

**Appointments**

None

**Discussion and Consideration**

**2022 E.M.P.G.** – 2022 Emergency Management Performance Grant- this grant is a yearly federal grant program from FEMA that provides funding assistance to states for eligible emergency management costs. First Selectman St. John went on to read aloud the “Authorizing Resolution of the Town of Middlebury”. Selectman Strobel MOTIONED to approve this application as well as the resolution SECONDED by First Selectman St. John. Unanimous approval. (see attached)

**Revised Employee Handbook** – First Selectman St. John, noted there is a revised version of the employee handbook, and he asked the Board to review it. This is to be tabled until the next meeting.

**Tax Incentive** – First Selectman St. John noted this incentive has to do with Middlebury Edge, where they approved a 16,000-square-foot building at 1625 Straits Turnpike. First Selectman St. John MOTIONED to approve this application and to move this to a Town Meeting SECONDED by Selectman Strobel. Unanimous approval.

**STEAP Grant** - First Selectman St. John noted that an email was sent out on the STEAP Grant, and this grant could take months before work starts on the new sidewalks. He went on to state that the Naugatuck Valley Council of Governments (NVCOG), put out an article reviewing all the greenways. First Selectman St. John went on to note that the Greenway here in Middlebury is 20 years old and took 15 years to complete. A lot of the signage and amenities are dated and need updating and or replaced. Applying for a grant, which will be out by the end of the month, for updates throughout the greenway.

Selectman Strobel questioned an email sent out from the Region 15, Superintendent, where the letter states they would like us to provide them with a name of an individual who would represent Southbury. First Selectman St. John noted it's more than likely a typo and requested we reach out for clarification. He went on to state he believes someone from the Board of Finance should attend, and he noted Vincent Cipriano would be a great representative for Middlebury.

#### **Executive Session**

None

#### **Adjournment**

First Selectman Edward B. St. John MOTIONED to ADJOURN the meeting at 4:17 p.m.; SECONDED by Selectman Elaine Strobel. Unanimous approval.

The next meeting is slated to take place on Monday, November 7, 2022, at 4:00 p.m.

These minutes are submitted subject to approval.

Respectfully Submitted,

*Liana St. Germain*

Recording Clerk

**SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET**

**All Forms Must Be Original - Copies Will Not Be Accepted**

**Mail Completed Applications To:**  
DEMHS Regional Coordinator (See Page 2 of this application for contact information)

SPCP Unit Use Only

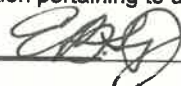
<b>1. Name of Municipality or Agency Applying for Subgrant:</b> Town of Middlebury	<b>2. Period of Award for this Subgrant:</b> 10/1/22 – 9/30/23
<b>3. Emergency Management Director Name &amp; Address</b> Name: Brett Kales Title: Fire Chief - EMD Organization: Middlebury Volunteer Fire Department Address Line 1: 65 Tucker Hill Road Address Line 2: City/State/Zip: Middlebury CT, 06762 Phone: (203) 577.4036 Fax: E-mail: bkales@middlebury-ct.org	<b>4. Official Authorized to Sign for the Applicant:</b> Name: Edward B. St. John Title: First Selectman Organization: Town of Middlebury Address Line 1: 1212 Whittemore Road Address Line 2: City/State/Zip: Middlebury CT, 06762 Phone: (203) 758.2439 Fax: E-mail: firstselectman@middlebury-ct.org
<b>5. Municipal/Agency Financial Officer</b> Name: Seth Bernstein Title: CFO Organization: Town of Middlebury Address Line 1: 1212 Whittemore Road Address Line 2: City/State/Zip: Middlebury CT, 06762 Phone: (203) 577.4163 Fax: E-mail: sbernstein@middlebury-ct.org	<b>6. Fiscal Point of Contact: (If Different than Financial Officer)</b> Name: Connie Brunswick Title: Finance Director Organization: Town of Middlebury Address Line 1: 1212 Whittemore Road Address Line 2: City/State/Zip: Middlebury CT, 06762 Phone: (203) 758.1770 Fax: E-mail: cbrunswick@middlebury-ct.org
<b>7. Applicant FEIN:</b> 0660002034	<b>8. Applicant DUNS #:</b> 072126949
<b>9. Applicant Fiscal Year End:</b> June 30	<b>10. Date of Last Audit:</b> 06/30/2022
<b>11. Dates Covered by Last Audit:</b> 07/01/21 to 06/30/22	<b>12. Date of Next Audit:</b> 06/30/2023
<b>13. Dates to be Covered by Next Audit:</b> 07/01/22 to 06/30/23	

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

**FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION**

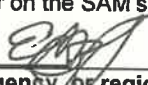
**14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.



*Initial to indicate that this requirement has been read and understood:*  INITIAL

**15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

*Initial to indicate that this requirement has been read and understood:*  INITIAL

**16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.**

Authorized Signatory: X  Date: 10/14/22  SIGN & DATE



**TOWN OF MIDDLEBURY**  
*Office of the Selectmen*

**AUTHORIZING RESOLUTION OF THE  
BOARD OF SELECTMEN**

**CERTIFICATION:**

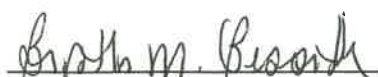
I, Brigitte M. Bessette the Town Clerk of the Town of Middlebury, do hereby certify that the following is a true and correct copy of a resolution adopted by the Board of Selectmen at its' duly called and held a meeting on October 17, 2022, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

**RESOLVED**, that the Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Management and Public Protection Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

**FURTHER RESOLVED**, that Edward B. St. John, as First Selectman of the Town of Middlebury, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Edward B. St. John now holds the office of First Selectman and that he has held that office since December 5, 2011.

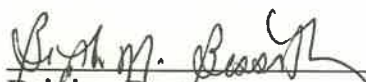
IN WITNESS WHEREOF the undersigned has executed this certificate this 21<sup>st</sup> day of,  
October, 2022.

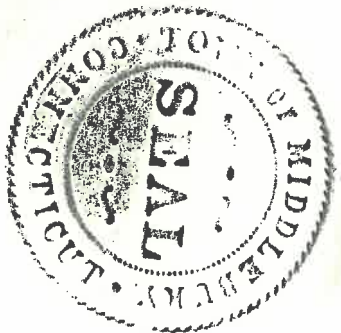
  
\_\_\_\_\_  
Brigitte M. Bessette  
Town Clerk  
Town of Middlebury



**CERTIFICATION AUTHORIZING THE  
RESOLUTION  
OF THE TOWN OF MIDDLEBURY**

I, Brigitte Bessette, Town Clerk, do hereby certify that the following is a true and correct copy of a Resolution adopted by the Board of Selectmen at its meeting on October 17, 2022, at which a Board of Selectmen quorum was present and acting throughout, and that the Resolution has not been modified, rescinded or revoked and is at present in full force and effect.

  
\_\_\_\_\_  
Brigitte Bessette  
Town Clerk





## TOWN OF MIDDLEBURY

### AUTHORIZING RESOLUTION OF THE TOWN OF MIDDLEBURY

**RESOLVED**, that the First Selectman, be and hereby is authorized to act on behalf of the Town of Middlebury in executing a Memorandum of Understanding with the State of Connecticut, Department of Emergency Management and Homeland Security for participation in the Fiscal Year 2022 Emergency Management Performance Grant Program.

**IN WITNESS WHEREOF**, the undersigned has affixed their signature this 17<sup>th</sup> day of October, 2022.

Edward B. St. John  
First Selectman  
Town of Middlebury



**TOWN OF MIDDLEBURY**  
**Economic Development Commission**  
Office of the First Selectman  
1212 Whittemore Road, Middlebury, CT 06762

September 28, 2022

Review of the application by Middlebury Edge, LLC for participation in Middlebury's Tax Incentive Program

On Monday, September 26, the Economic Development Commission met to review the above submitted application for a new 16,000-square-foot building at 1625 Straits Turnpike with regards to Middlebury Tax Incentive Policy standards and compliance. At the conclusion of the review process, a motion was made and unanimously approved to forward the application to the selectman's office with a recommendation that the commission's review is complete and the applicant is in compliance with our policy. The scheduling of a Special Town Meeting to vote to approve the applicant's tax abatement agreement is now subject to the review and approval of the Selectman's Office. The final decision shall be the sole responsibility of the Special Town Meeting, which is scheduled pending approval by the Selectmen's Office.

Respectfully,

Terrence McAuliffe  
Chairman, Middlebury Economic Development Commission  
edc@middlebury-ct.org  
203-770-9744 cell  
203-758-1492 home office

cc: Edward B. St. John, First Selectman  
Brigitte Bessette, Town Clerk

