

BOARD OF FINANCE

Minutes of the Regular Meeting held on November 21st, 2019

	Regular Members	Others
Present	Y Joe Pryor (CHM)	Y Gordon M. Ridgway, First Selectman
	Y Lisa Lansing	Y Barbara Herbst, BoF Clerk
	Y David Hubbard	Y Treasurer Bramley
	N Zejke Hermann	
	N Janet Sanders	
	Y John LaPorta	
		Alternate members
		Y John Brown
		Y Simon Hewett

Call to Order

7:04 p.m.

1 - Additions

None

2 - Election of Officers

Motion

John LaPorta

Nominated Joe Pryor for Chairman

Lisa Lansing

Seconded the motion.

Motion passed unanimously

Motion

David Hubbard

Nominated Lisa Lansing for Vice Chairman

John LaPorta

Seconded the motion.

Motion passed unanimously

3 - Minutes

Minutes for the BoF meeting 9/19/19 were emailed to all members prior to the meeting. Copies of the minutes were also available at the meeting.

Motion

David Hubbard

Made a motion to approve the minutes as presented.

John LaPorta

Seconded the motion.

Motion passed unanimously

4 - Correspondence

Two pieces of correspondence were received and are appended to these minutes.

Letter from Catherine Tatge the CCS Board of Education President and Patricia Corvello

- a) the CCS Interim Principal regarding the proposed merger of 7th & 8th grade sports programs for all six Region 1 towns.

Copy of email document from Michael Shelby, owner of Shall Be LLC. Shall Be LLC is the IT contractor employed by the CCS Board of Education to provide IT support and

- b) equipment. The email addressed internet security and the processes in place currently as well as future steps to be taken to ensure all computers and IT activity is protected.

Janet Carlson suggested CEN as a resource and it was noted that staff of Shall Be LLC is registered for the 11/19/19 conference on Ransomware that CEN is hosting.

Board of Selectmen

First Selectman Ridgway reported in brief on the following items.

- Retirement of Joyce Hart** the long time secretary for the Selectmen's office. A job posting is being formulated and it is the expectation of the BoS that a replacement will be in place by the retirement date of January 20th 2020.
- Open position at the DPW:** a Help Wanted ad will be posted and it is the expectation of the BoS that the position will be filled by the end of the calendar year.
- Bridge Projects:** the projects on Lake Road and Cream Hill, are substantially complete. There is a small amount of residual funding from the Bridge financing to address other smaller projects.
- WC Wastewater: a funding application to** USDA is expected to be submitted by the end of the calendar year.
 - Taxpayers will need to approve a project sometime in the Spring of 2020
 - Cornwall has been approached by a management company that is interested in our project and introduced the possibility of working for Cornwall.

- Cyber Security:** First Selectman Ridgway has had a conversation with the Town IT consultant and reports that because the town does not operate on a Network and each computer is a stand alone entity that reduces our risk significantly. Additionally the town uses Carbonite as a backup system so even in the event of a individual departmental system hack, all information could be retrieved from Carbonite.

BoF minutes 11.21.19

CORNWALL
CONSOLIDATED
SCHOOL

5 Cream Hill Road West Cornwall, Connecticut 06796

Phone (860) 672-6617 Fax (860) 672-6685

Patricia Corvello, Interim Principal

November, 2019

Dear Parents and School Community,

The Region 1 administration has proposed merging the 7th and 8th grade sports programs from all six Region 1 towns in order to counteract declining enrollment across the region as well as to encourage regional cohesion and promote a higher level of competitiveness and opportunity for our students. This merger would tentatively take effect for the 2020-2021 school year. Each sport would be hosted by a school in the region.

Students would be provided bus transportation from CCS to the host school for practice and then after practice would be transported to Housatonic Valley Regional High School (HVRHS) in order to catch the 5:45 pm late bus back to CCS. Games would work in a similar fashion, students would be picked up from CCS and brought to the game site but after the game students would only be transported back to HVRHS, not back to CCS. On game days, parents would be responsible for either picking their child up from the game site or from HVRHS after the bus returns. Estimated return time to the high school on game days would be 6:30 pm for Fall and Spring sports and 7:30 pm for Winter sports.

There is also possible future expansion of the offerings to include more sports and activities like robotics or engineering club. Anne MacNeil, the Athletic Director for Region 1 who oversaw the formation of this plan, would like to stress that certain details of this plan might still change, such as the home sites for some of the sports, proposed opponents etc.

The Middle School Athletics and Activities Committee, which includes representation from all the Region 1 towns (John Sanders from Cornwall), has crafted a preliminary proposal which includes an estimated budget and proposed home sites for 7 sports with transportation schedules. That proposal will be presented to Cornwall parents and community members by Anne MacNeil at the next Cornwall Board of Education Meeting on November 20th (Wednesday) at 5:30 p.m. in the CCS community room.

The Cornwall Consolidated School Board of Education is being asked by the Region 1 Administration to decide at our November 20th board meeting on whether or not CCS would like to join this arrangement. We would very much like to hear from parents and community members before we vote. The meeting on November 20th is an opportunity for all members of the CCS community to hear about this plan, ask questions, and express any opinions they have about what is presented.

All of the other elementary school Boards of Education in Region 1 will be voting on this proposal at their November meetings also. There are 6 elementary school Boards of Education in Region 1. If any 4 of those Boards vote to accept this proposal, it passes and becomes a new shared service as part of the Regional Schools Services Center (RSSC).

It is important that as many community members as possible attend the November 20th meeting so that the Cornwall Consolidated School Board of Education can gauge how much support for this proposed program exists, and to answer any questions you might have.

We look forward to seeing and hearing from the community on this important topic.

Sincerely,

Catherine Tatge, CCS Board Education President

Patricia Corvello, CSS Interim Principal

Current Costs vs Projected Budget

	Amount Paid in 2018-19			Based on current enrollment	Cost Per School	2021-222
	Coaches Salaries	Transportation	Total			
Cornwall	4687.68	3000.48	7688.16	8.64	11328.36	9566.49
Lee H Kellogg	4687.68	4657	9344.68	6.65	8719.17	7363.1
Kent Center	11940	3562	15502	20.66	27088.42	22875.43
North Canaan	15592	1643.88	17235.88	25.32	33198.39	28035.06
Salisbury	13332	3431.4	16763.4	28.5	37367.86	31,556.14
Sharon	6625.68	\$2,779.34	9405.02	10.23	13413.1	11326.99
				1st Year Cost	131115.3	
				2nd Year Cost	110723.3	

Uniforms**	10450	**Not an annual budget item
Equipment**	9942	**Not an annual budget item
Coaches Salaries	72146.62	
Officials	4202.28	
Transportation	34374.4	
1st Year Cost	131115.3	
2nd Year Cost	110723.3	

From: Michael Shelby <michael@shallbe.com>
Sent: Thursday, October 31, 2019 9:49 PM
To: Barbara Herbst <cwlfinance@optonline.net>
Cc: Anne Kosciusko <akosciusko@cornwallschool.org>; Cornwall Selectmen <cwlselectmen@optonline.net>
Subject: Re: Interent / server security at CCS

Hi Barbara,

Thank you for your email.

At Cornwall Consolidated School we take security very seriously.

We followed Wolcott School experience with Ransomware very closely. Over the years we have implemented numerous multi-tier policies, strategies and technologies in order to protect ourselves against Internet attacks in general and against ransomware attacks specifically.

Below is a description of the main defense vectors implemented at Cornwall Consolidated School:

- Firewall - CCS has a commercial-grade sophisticated firewall which drops malicious traffic from the internet going to internal devices.
- Firewalla - Intrusion detection device which silently monitors all network and instantly notifies us of any malicious traffic or suspicious activity on the ccs network.
- File Server Resource Manager - On our file server where data is saved by users we look for data that match file extensions known by ransomware and prevent the files from being written to the file server.
- Qnap Ransomware tools - The NAS that we use at CCS has been upgraded with specific ransomware security features to prevent ransomware attacks against our backup and storage devices.
- Squid Proxy server - We blacklist known malicious sites in real time.
- Training - we train users on phishing emails and best internet practices.
- Offsite backups to HHS. We have a standing agreement with Housatonic High School to safely create nightly offsite backups of our servers and user data at another, separate physical location. This solutions solves a number of financial issues (AWS, S3, Azure costs are eliminated) while improving our speed of recovery in case of attack drastically. This solutions is presently being tested onsite and will be operational in December of 2019.
- End-user Managed Avast Anti-Virus Solution is protecting our Servers and Windows computers.
- GFI Languard has been installed on our internal network to automate patch management and to identify potential vulnerabilities before they can be exploited.

Even with these current and formidable defenses in place we are completely aware of the fact that most Ransomware attacks come with zero-day exploits (not able to be recognized and captured by Anti-Virus or firewall rules). Even with all the defenses in places, offline and offsite nightly backups remain our best protection against ransomware. Ransomware attackers are smart, patient and exceptionally sophisticated as they continue to come up with new ways to deliver malicious payloads through multiple defenses.

Our best defense remains end-user education and constant vigilant monitoring of the network (NAGIOS).

We have planned a Ransomware educational presentation (see attached) that we are presently in the process of scheduling to deliver this presentation to CCS Staff and Faculty in order to train everyone on specific techniques to avoid ransomware.

CEN Schedule a Conference on Ransomware on November 19th, that we are already registered for.

I hope this answers some of your questions.

I am very pleased to see that this issue is getting attention it deserves. I will be very happy to come in person and present this information in further detail to the First Selectman, Gordon Ridgway and a committee of your choice.

Sincerely,

Michael Shelby (CEH, CHFI, LPT)
President and CEO
Shall Be LLC
michael@shallbe.com

On Thu, Oct 31, 2019 at 3:29 PM Barbara Herbst <cwlfinance@optonline.net> wrote:

Hi Michael,

The Cornwall First Selectman, Gordon Ridgway, asked me to reach out to you and request a written submission of how the CCS network is protected from cyber criminals.

Also please include your assessment of required steps / costs to make sure that CCS does not and cannot fall prey to any hacking or ransomware.

This information will be shared with the Board of Selectmen and the Board of Finance.

As you are aware, there have been some schools in CT that have not had adequate protection in this area.

Please let me know if you have any questions.

Thank you in advance.

Thank you,

Barbara E. Herbst

Finance Director

Town of Cornwall

860-672-2707

cwlfinance@optonline.net-

Building Inspection

FY '20

	Building Permits Fees	Waived Permit Fees	90% to Bldg Inspector	Town Portion	Construction Permit Value	# of permits
July	8,355		7,520	836	1,097,575	34
August	3,143	1,272	3,974	(831)	521,460	31
September	3,648	75	3,351	297	504,780	27
October	6,666	215	6,193	473	924,310	23
November			-	-		
December			-	-		
January			-	-		
February			-	-		
March			-	-		
April			-	-		
May			-	-		
June			-	-		
Totals	21,812	1,562	21,037	775	3,048,125	115

Town of Cornwall
FY '20 Actual vs Budget
 July 2019 through November 21, 2019

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Fees For Services	37,762.20	62,101.00	60.81%
Other Revenues	35,601.18	24,000.00	148.34%
Property Taxes	3,654,316.24	6,473,585.00	56.45%
State Education Grants	2,078.00	8,344.00	24.9%
State General Grants	53,366.00	284,448.00	18.76%
Transfers/Non-Revenue Receipts	27,287.52	201,500.00	13.54%
Total Income	<u>3,810,411.14</u>	<u>7,053,978.00</u>	<u>54.02%</u>
Expense			
01 · Board of Selectmen Budget	819,412.21	2,041,501.00	40.14%
02 · Board of Education	1,560,353.09	3,978,262.00	39.22%
03 · Capital Expenditures	680,000.00	680,000.00	100.0%
04 · Debt Service	182,907.50	354,215.00	51.64%
Total Expense	<u>3,242,672.80</u>	<u>7,053,978.00</u>	<u>45.97%</u>
Net Income and Expense	<u>567,738.34</u>	<u>0.00</u>	<u>100.0%</u>

Revenue Highlights to date

Commercial Recycling is at 93.2% of budgeted amount (\$3,000)
 Rec'd 22,650 in out of town tuition for CCS students (11 students) (2,100, one student pd 1/2)
 Delinquent Tax collection has already exceeded the budgeted amount (20K), rec'd \$47 K to date

Expense Highlights to date

Expect to realize some wage and benefit savings/staff turnover at DPW, position unfilled for Oct / Nov
 DPW vehicle maint is at 64% of budgeted amount 10K+/- overhaul for Trk #10
 and a 7K +/- new sander for 2014 Ford F550

Town of Cornwall 2020 CP Detail Activity

1000

TOWN OF CORNWALL

Board of Finance

Schedule for Regular Meetings Calendar year 2020

All meetings will be held at 7:00 p.m. at the Cornwall Town Hall

Date	Time
Thursday, January 16, 2020	7:00 p.m.
Thursday, February 20, 2020	7:00 p.m.
Thursday, March 19, 2020	7:00 p.m.
Thursday, April 16, 2020	7:00 p.m.
* Thursday, May 14, 2020	7:00 p.m.
Thursday, June 18, 2020	7:00 p.m.
Thursday, July 16, 2020	7:00 p.m.
Thursday, August 20, 2020	7:00 p.m.
Thursday, September 17, 2020	7:00 p.m.
Thursday, October 15, 2020	7:00 p.m.
Thursday, November 19, 2020	7:00 p.m.
Tuesday, December 17, 2019	7:00 p.m.

Approved:

DRAFT

* one week earlier to accommodate town meeting

TOWN OF CORNWALL

Board of Finance

Schedule for Budget Meetings

Winter-Spring 2020

All meetings will be held at 7:00 p.m. in the Cornwall Town Hall

**EXCEPT the public hearing on
EXCEPT the Town meeting on**

**Friday, April 24, 2020
Friday, May 22, 2020**

February

6th Thursday **Special** BoF Meeting. Region One Business Manager
to present information.
20th Thursday Regular BoF meeting - BoS presents FY 2020-2021
proposed budget

March

5th Thursday BoE budget distributed via mail
12th Thursday **Special Meeting** - BoE presents proposed budget to BoF
19th Thursday Regular BoF Meeting - Budget workshop

April

2nd Thursday BoF **Special** Meeting, if necessary
16th Thursday Regular BoF Meeting
24th Friday Public Hearing on the FY 2020-2021 Budget
to be held at **CCS @ 7:30 p.m.**

May

7th Thursday **Special** BoF Meeting, approval FY 2020-2021 budget
22nd Friday Town Meeting to be held at **CCS at 7:30 p.m.**
Special BoF Meeting to follow to set mil rate
for FY 2020-2021

Approved:

DRAFT
