

BOARD OF FINANCE

Minutes of the Regular Meeting held on January 21st 2021

Held via ZOOM - meeting ID 927 0218 3372

<u>Regular Members</u>	<u>Others</u>
Y Joe Pryor (CHM)	Y First Selectman Ridgway
Y Lisa Lansing	Y Barbara Herbst, BoF Clerk
Y David Hubbard	Y Treasurer Bramley
Y Zejke Hermann	Y Hector Prud'homme
Y Janet Carlson	
Y John LaPorta	
	<u>Alternate members</u>
	Y John Brown
	Y Simon Hewett

Call to Order
1- Additions
2 - Minutes

7:01 p.m.

None

Minutes for the BoF meetings of 12/17/2020 were emailed to all members prior to the meeting. Copies of the minutes were also available at the meeting.

Motion

John LaPorta Made a motion to approve the minutes as presented.
David Hubbard Seconded the motion.

Motion passed unanimously

3 - Reports

Board of Selectmen

First Selectman Ridgway updated the BoF on the following topics:

- 1) COVID-19 pandemic and weekly meetings with Emergency Management as well as regular meetings with State officials and Torrington Area Health.
- 2) Currently the State is projecting a small surplus
- 3) Governor Lamont requesting legislation regarding Telecomm companies and upgrades to service delivery
- 4) Creation of a Housing Task Force to work with P/Z to address affordable housing in Cornwall
- 5) POCAD meeting on 2/4/21
- 6) Launch of new Cornwall website
- 7) WC Wastewater workgroup working on issues regarding finance, voting and a timeline
- 8) BoF chair and 1st Selectmen met with BoE to discuss projected budget for FY '22

Finance Director

Provided and reviewed the Finance Director's Report which is appended to these minutes.

Provided and reviewed the proposed FY '22 budget for the Finance Department which is appended to these minutes.

Motion

David Hubbard Made a motion to approve proposed FY '22 budget for the Finance Office as presented
John LaPorta Seconded the motion

Motion passed unanimously.

4 - CEDC

Janet Carlson updated the BoF on the following CEDC activity;

- 1) Revamping the "Explore Cornwall" campaign to attract business
- 2) Offering support to businesses in the following areas
 - a) Organization, business planning and startup
 - b) Payroll Protection Program II, assistance with applications
- 3) The "year-round Farmers Market", is currently open and doing well.
- 4) The "12 Days of Christmas", sponsored by the EDC, was a smashing success. Discussions are underway for a similar program next year.

BOARD OF FINANCE

5) EDC goals for 2021 , driven by the Town Plan, include but are not limited to the following

- a) "Buy / Hire Local" campaign
- b) Support NW Connect
 - Support the commerce hub "Union" and possibly sponsor
- c) speakers
- d) Support all efforts to improve connectivity in Cornwall and surrounding areas

5- Public Comment

John LaPorta recognized Jen Markow for her exemplary service to the Cornwall Seniors. She has been volunteering to navigate the COVID vaccination programs and help folks get signed up. Her efforts have resulted in many Seniors getting vaccinated.

John LaPorta Made a motion to adjourn the meeting.

9 - Adjournment

David Hubbard Seconded the motion

Motion passed unanimously 7:53 PM

Barbara E. Herbst, Board Clerk

Minutes remain "Draft" until accepted at the next regular scheduled meeting, please see subsequent meeting minutes for any corrections to these minutes.

Finance Director's Report

1/21/2021

	November		December	
A/P Checks Issued	176	505,998	93	264,738
BoS Payroll	53	65,432	69	83,308
BoE Payroll	83	120,898	121	175,500
Deposits	4	67,997	11	117,917
Totals	316	760,325	294	641,463

CRF	TTI amounts rec'd for BoS	\$7,054
	based on population	
12/30/2020	CCS - CV Relief Funds	\$12,415
10/30/2020	CCS Essr	\$14,948
		\$34,417

FY 2020 -2021

	Actual	Budget	% of Budget
Income	\$ 4,563,085	\$ 6,993,103	65.3%
A · Selectmen's Office	\$ 59,554	\$ 111,194	53.6%
B · Assessor and BoA	\$ 22,250	\$ 49,631	44.8%
C · Finance	\$ 46,200	\$ 67,296	68.7%
D · Hammond Beach	\$ 32,140	\$ 39,814	80.7%
E · Highway	\$ 250,504	\$ 527,863	47.5%
F · Insurance / Benefits	\$ 180,228	\$ 342,267	52.7%
G · Land Use	\$ 13,779	\$ 38,038	36.2%
H · Organizational Support	\$ 137,177	\$ 155,167	88.4%
I · Park & Recreation	\$ 20,245	\$ 53,452	37.9%
J · Payroll Taxes	\$ 33,301	\$ 57,567	57.8%
K · Probate Court	\$ 2,944	\$ 2,944	100.0%
L · Public Health & Welfare	\$ 29,178	\$ 63,062	46.3%
M · Public Safety	\$ 46,929	\$ 186,379	25.2%
N · Registrars of Voters	\$ 10,844	\$ 10,592	102.4%
O · Transfer Station	\$ 95,637	\$ 170,688	56.0%
P · Tax Collector	\$ 23,114	\$ 37,275	62.0%
Q · Town Clerk	\$ 33,129	\$ 71,299	46.5%
R · Town Office Administration	\$ 25,211	\$ 53,500	47.1%
R · Transfers / Capital / Debt Service	\$ 890,510	\$ 1,082,852	82.2%
S · Board of Education	\$ 2,104,388	\$ 3,872,223	54.3%
Total Expense	\$ 4,057,263	\$ 6,993,103	58.0%

30,975	realestate transactions are boosting the Town Clerk revenue which has exceeded the budgeted amount with 6 months remaining
32,500	CCS tuition payments rec'd to date
67,368	Delinquent taxes and Interest collections have both exceeded the budgeted amt

13,896	Winter Road Maintenance cost to date, 79.6% of budgeted amount remains
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**Town of Cornwall
Finance Office - FY '22 Proposed Budget**

	FY '19		FY '20		FY '21		FY '22
	Actuals	Budget	Actuals	Budget	YTD Actual	Budget	Proposed Budget
Finance Department							
53402 · Treasurer's	3,368.34	3,368.00	3,469.40	3,469.00	1,786.74	3,573.00	3,680.19
53403 · Finance Direct	38,517.18	38,517.00	39,672.62	39,673.00	22,701.60	40,863.00	¹ 42,088.89
53404 · Clerk	168.00	1.00	0.00	300.00	117.00	300.00	300.00
53505 · Office Supplies	1,330.88	1,000.00	1,006.47	1,000.00	834.93	1,000.00	1,100.00
53507 · Printing	2,749.24	2,860.00	2,700.00	2,860.00	3,307.50	2,860.00	² 3,400.00
53515 · Computer	1,915.28	1,500.00	1,025.04	2,500.00	960.00	1,200.00	³ 3,780.00
53546 · Postage	970.99	1,000.00	660.00	1,000.00	992.20	1,000.00	⁴ 1,200.00
53550 · Town Audit	14,000.00	14,750.00	14,750.00	14,750.00	15,500.00	16,500.00	16,500.00
Total	63,019.91	62,996.00	63,283.53	65,552.00	46,199.97	67,296.00	72,049.08

7.06%

Notes on the *Proposed*

- 1 3% raise for staff
- 2 Increase printing costs for **POPULAR** Town Report
- 3 215 per month for ZOOM subscription (10 slots)
- 4 Increase postage costs for additional mailing due to COVID