

BOARD OF FINANCE

Minutes of the Regular Meeting held on October 18th, 2018

- | | | |
|---------|--|---|
| | <u>Regular Members</u> | <u>Others</u> |
| Present | Y John LaPorta (CHM)
Y Lisa Lansing
Y David Hubbard (arrived at 8:49)
Y William Hurlburt
Y Janet Sanders
Y Joseph Pryor | Y Gordon M. Ridgway, First Selectman
Y Barbara Herbst, BoF Clerk |
| | | <u>Alternate Members</u> |
| | | Y K.C. Baird
Y Darilyn Woods (arrived at 7:36) |

- Call to Order
- Alternate
- # 1 - Additions
- # 2 - Minutes

7:30 p.m.
 Chairman, John LaPorta elevated K.C. Baird to sit for David Hubbard.
 5 Year Capital Plan was added to the Agenda

Approval of Meeting Minutes

- | | |
|--------------|--------------|
| a) 4/19/2018 | d) 6/14/2018 |
| b) 5/10/2018 | e) 7/5/2018 |
| c) 5/24/2018 | f) 9/27/2018 |

Motion William Hurlburt Made a motion to approve all sets of minutes as presented.
 Joe Pryor Seconded the motion.

Discussion: It was noted that this was the first regular meeting since 4/19/18 and that minutes are only approved at regular meetings.
Motion passed unanimously

3 - Reports

Board of Selectmen

First Selectman Ridgway gave brief updates of the following items.

a) **Bridge Projects**: The bridge replacements at the gravel bank and Smith Place are on schedule. The Smith Place replacement is complete and the gravel bank bridge should be completed within the next few weeks. The remaining \$300,000 +/- left in the bridge funding borrowing will be utilized for detailed maintenance on approximately 6 bridges.

b) **Building Inventory Project** is in progress and the insulation project at the West Cornwall Firehouse is underway. Jim Terrall will be issuing the report by the end of the calendar year, it is hopeful that rough estimates will be available sometime in November.

d) **West Cornwall Wastewater**: A funding opportunity for this project is available through the USDA *Water & Waste Disposal Loan & Grant Program*. The loan term is up to 40 years and based on the useful life of the facilities financed with a fixed interest rate. The committee is continuing to explore all options regarding systems, placement and funding.

Finance Director

Finance Director, Barbara Herbst reported on the following items

a) The **Audit** has been completed and is available in pdf format. All members expressed interest in receiving a copy of the Financial Statements and supporting documents via email. The information will be posted on the Cornwall web site as well. It was noted that there were no management comments or recommendations from the Auditor.

b) The **Town Report** is being compiled and will be available about one week before the Annual Town Meeting to be held on November 16th, 2018. Final year end **Budget Transfers** were approved by the Board of Selectmen at their October 2nd meeting. There are five transfers that move unexpended funds within the Board of Selectmen's budget to cover departmental lines that exceeded their budgeted appropriations. These budget transfers are appended to these minutes.

4 - Budget Trnsf

Motion Joe Pryor Made a motion to approve the five budget transfers as recommended by the Board of Selectmen and as presented.
 Lisa Lansing Seconded the motion.

Discussion: None
Motion passed unanimously

5 - Meeting Calendars

Copies of draft schedules were provided to all members with their packet as well as were available at the meeting. Dates and meeting times were reviewed and it was noted that the dates for the **Public Hearing** in April 2019 as well as the **Town Meeting** in May of 2019 were verified with CCS and modified to coalesce with the school schedule. Additionally, changing the time of the regular meetings was discussed. Approved schedules are appended to these minutes.

Motion

Janet Sanders Made a motion to approve both schedules with the dates as presented however changing the meeting to 7:00 p.m.

Lisa Lansing Seconded the motion.

Discussion:

None

Motion passed unanimously

#6 - 5 Year Capital Plan

A copy of the proposed Five Year Capital Plan as approved by the Board of Selectmen was provided. Brief discussion ensued regarding public works equipment, funding for additional bridge and culvert work and the CVFD truck fund.

Motion

Joe Pryor Made a motion to approve the Five Year Capital plan as presented and to recommend said plan to the electors and citizens for adoption at the November Town meeting.

Janet Sanders Seconded the motion.

Discussion:

None

Motion passed unanimously

7 - Public Comment

John LaPorta announced that he will be stepping down as Chairman of the Board however will remain on the Board.

William Made a motion to adjourn the meeting.

Lisa Lansing Seconded the motion

Adjournment

Motion passed unanimously

8:40 PM

Barbara E. Herbst, Board Clerk

Note:

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

Town of Cornwall
Budget Transfers
 Fiscal year 2017 - 2018

Budget Transfer #1 was the Hammond Beach transfer within Capital - approved earlier

Hammond Beach	
69103 · Salaries	\$ (2,400)
69216 · Contracted Services	\$ (1,100)
Total Hammond Beach	\$ (3,500)
Highway Administration / Suppli	
61603 · Labor Expense	\$ (2,600)
61604 · HWY Temporary Labor	\$ (2,203)
Total Highway Administration / Suppli	\$ (4,803)
Highway Vehicle Maintenance	
63016 · Vehicle / Equipment Maint	\$ 8,303

2
 GL# 63016: There are 16 pieces of equipment covered by this one appropriation. Truck #6 repairs and maint were 34% of the amount budgeted.

Insurance and Benefits	
57543 · Public Liability	\$ (4,066)
Park & Recreation	
68507 · Park & Rec Program	\$ 4,066
Total Park & Recreation	

#3
 GL# 68507: The the tennis program and the expanded activities for seniors were the major drivers of the total cost, utilizing 98% of the amount budgeted for that line.

Public Health & Welfare	
67703 · Senior Van	\$ 4,626
Public Safety	
65045 · Service Incentive	\$ (4,626)

#4
 GL# 67703: Costs are directly related to ridership. This program is relatively new and usage is difficult to foresee.

Town of Cornwall
Budget Transfers
 Fiscal year 2017 - 2018

Public Safety		
65045 · Service Incentive		\$ (3,423)
Registrars of Voters		
56816 · Contracted Services		\$ (755)
Sanitation & Recycling		
62787 · Bulk Waste		\$ 5,202
67002 · Salaries / Wages		\$ 4,506
Total Sanitation & Recycling		\$ 9,708
Tax Collector		
52503 · Tax Collector's Clerk Wage		\$ (780)
52705 · Office Supplies		\$ (450)
52707 · Printing		\$ -
52715 · Computer		\$ (400)
Total Tax Collector		\$ (1,630)
Town Clerk		
51116 · Contracted Services		\$ (2,100)
Transfers		
10000 · Contingency		\$ (1,800)

GL #62787: Costs are directly related to the volume of bulky waste.

#5

GL #67002: Costs include 426 hrs of substitute attendant wages, or 15% of the total amount budgeted for wages.

04 · Debt Service		\$ 485
Public Safety		
65045 · Service Incentive		\$ (485)

#6

TOWN OF CORNWALL

Board of Finance

Schedule for Regular Meetings Calendar year 2019

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

Date	Time
Thursday, January 17, 2019	7:00 p.m.
Thursday, February 21, 2019	7:00 p.m.
Thursday, March 21, 2019	7:00 p.m.
Thursday, April 18, 2019	7:00 p.m.
Thursday, May 16, 2019	7:00 p.m.
Thursday, June 20, 2019	7:00 p.m.
Thursday, July 18, 2019	7:00 p.m.
Thursday, August 15, 2019	7:00 p.m.
Thursday, September 19, 2019	7:00 p.m.
Thursday, October 17, 2019	7:00 p.m.
Thursday, November 21, 2019	7:00 p.m.
Thursday, December 19, 2019	7:00 p.m.

Approved:

10/18/2018

TOWN OF CORNWALL

Board of Finance

Schedule for Budget Meetings Winter-Spring 2019

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 26, 2019
Friday, May 24, 2019**

February

7th Thursday **Special** BoF Meeting. Region One Business Manager to present information.
21st Thursday Regular BoF meeting - BoS presents FY 2019-2020 proposed budget

March

7th Thursday BoE budget distributed via mail
14th Thursday **Special Meeting** - BoE presents proposed budget to BoF
21st Thursday Regular BoF Meeting - Budget workshop

April

4th Thursday BoF **Special** Meeting, if necessary
18th Thursday Regular BoF Meeting
26th Friday Public Hearing on the FY 2019-2020 Budget to be held at **CCS @ 7:30 p.m.**

May

9th Thursday **Special** BoF Meeting, approval FY 2018-2019 budget
24th Friday Town Meeting to be held at **CCS at 7:30 p.m.**
Special BoF Meeting to follow to set mil rate
for FY 2019-2020

Approved:

10/18/2018