

BOARD OF FINANCE

Minutes of the Special Meeting held on June 14th, 2018

	<u>Regular Members</u>	<u>Others</u>
Present	Y John LaPorta (CHM)	Y Gordon M. Ridgway, First Selectman
	Y Lisa Lansing	Y Barbara Herbst, BoF Clerk
	Y David Hubbard	Y Roger Kane nad Jim Vanicky
	N William Hurlburt	<u>Alternate Members</u>
	N Janet Sanders	Y K.C. Baird
	N Joseph Pryor	Y Darilyn Woods

Call to Order

7:03

Alternate

Chairman, John LaPorta elevated Darilyn Woods to sit for Janet Sanders, and K.C. Baird to sit for William Hurlburt.

1 - HWY Grader

Highway Foreman, Jim Vanicky, presented information about graders that he had been researching. He reported that he looked in various price ranges as well as multiple locations. The discussion was very fluid with BoF members asking questions as he went along. It is the decision of the HWY Foreman to purchase a used 1987 CAT 120G Motor Grader from JSSJR Enterprises Inc in Lanesborough, MA for \$35,000. The following questions and answers were part of the discussion.

- a) What is the anticipated usage of this piece of equipment?
Five to six weeks per year, totaling 150-200 hours per year.
- b) Will the equipment come with any warranty?
No
- c) What is the town insurance coverage for this equipment?
The same as all other DPW equipment.
- d) Has the equipment been test driven?
Yes, a video was provided showing the test drive.

First Selectman Ridgway reminded everyone that the town will be receiving \$5,000 from our insurer on the damaged grader. Additionally, that grader and the old loader will be traded in towards the purchase of a new loader.

Lisa Lansing stated that funds have already been appropriated for this purchase and this report by the HWY Foreman was just a courtesy.

First Selectman Ridgway reported that the BoS voted to award the dual bridge replacement to Dayton Construcion. Five contractors submitted bids and the low bidder on both the Smith Place bridge and the Gravel Bank bridge was Dayton Construction. Roger Kane was asked to report.

Roger Kane and David Battista from Leonard Engineering reviewed all the bids and made the Dayton recommendation to the Board of Selectmen. Dayton Construction proposed a cost of \$610,500 +/- for both bridges, which includes a 5% discount for awarding both bridges to the same contractor. The Gravel Bank Bridge will be the easiest to work on as there is no traffic and time is not of the essence. The cost for that replacement came in at \$369,675 which is approximately \$30,000 less than the Bridge Survey estimate. The Smith Place bridge came in at \$240,825 which is approximately \$90,000 more than the Bridge Survey estimate. Mr. Kane is confident that the actual costs for "Professional Services " and "Contingency" will mitigate the overall cost and the final combined costs will be less than the total estimate of both projects in the Bridge Survey.

A brief discussion ensued and covered the following topics;

- a) Material to be used to construct the bridges.
- b) The accepted costs vs what was proposed in the bridge survey.
- c) Timing for completion and road closures.
- d) The built in penalty for not meeting the construcion schedule.
- e) The current available balance in the Capital Bridges account.

2 & 3 - Bridges
Smith Place
Gravel Bank

Motion

David Hubbard
Lisa Lansing

Made a motion to approve the BoS award to Dayton Construction
Seconded the motion.

Discussion: None

Motion passed unanimously

4 - Budget Transfers

A report showing year-to-date actual vs budget figures was provided to the Board and is appended to these minutes. The Finance Director and the First Selectmen reviewed various revenue and expense lines and it was noted that although budget transfers will be necessary, the overall budget will render a surplus and final figures will not be available until mid July when the books close for FY 2018.

5 - Report of the First Selectman

First Selectman Ridgway reported briefly on the following items.

- a) Hammond Beach Dock replacement that is underway.
- b) The BoS are may be calling for a Town Meeting in early July.

Adjournment

Darilyn Woods Made a motion to adjourn the meeting.

David Hubbard Seconded the motion

Chairman

Asked for any discussion and there was none.

Motion passed unanimously

8:25 PM

Barbara E. Herbst, Board Clerk

Submitted:

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
Actual vs. Budget**

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Fees For Services			
300462 · Town Clerk's Fees	47,714.55	40,000.00	7,714.55
300463 · Hammond Beach Passes	1,165.00	2,000.00	-835.00
300464 · Brush Dump Fees	0.00	1.00	-1.00
300465 · Landfill Receipts	14,510.24	12,000.00	2,510.24
300466 · P & Z Fees	780.00	600.00	180.00
300467 · Park & Recreation	4,340.00	2,000.00	2,340.00
300469 · Other fees, charges	9,069.38	5,000.00	4,069.38
300470 · Tax Map Charges	603.50	500.00	103.50
Total Fees For Services	<u>78,182.67</u>	<u>62,101.00</u>	<u>16,081.67</u>
Other Revenues			
300471 · Insurance Refunds	1,559.00		
300472 · Commercial Recycling	7,284.61	3,000.00	4,284.61
300475 · PILOT (local)	27,577.24	20,000.00	7,577.24
300480 · Sale Town Equipment	81.40		
300485 · Miscellaneous (pistol permits)	1,384.38	1,000.00	384.38
Total Other Revenues	<u>37,886.63</u>	<u>24,000.00</u>	<u>13,886.63</u>
Property Taxes			
300402 · Current Levy	6,205,240.51	6,151,797.00	53,443.51
300403 · Delinquent Taxes	63,189.73	20,000.00	43,189.73
300410 · Interest and Fees	37,417.10	20,000.00	17,417.10
Total Property Taxes	<u>6,305,847.34</u>	<u>6,191,797.00</u>	<u>114,050.34</u>
State Education Grants	2,399.00		
State General Grants			
300431 · Transportation Grant	112,301.45	225,000.00	-112,698.55
300432 · Indian Casino Funds	5,409.34	8,000.00	-2,590.66
300434 · In Lieu Tax Grant	0.00	3,000.00	-3,000.00
300438 · Telephone Access	6,736.18	5,000.00	1,736.18
300442 · Elderly Tax Relief	0.00	12,000.00	-12,000.00
300447 · Vet's Disabled Tax Relief	1,243.94	700.00	543.94
300448 · Town Clerk's Grant	4,000.00	5,000.00	-1,000.00
300454 · Misc State Payments	405.00	15,000.00	-14,595.00
Total State General Grants	<u>130,095.91</u>	<u>273,700.00</u>	<u>-143,604.09</u>
Undesignated Fund Balance	0.00	200,000.00	-200,000.00
300490 · Non Revenue Credits - Refunds	10,438.98		
300492 · Interest Income	15,230.34	7,500.00	7,730.34
300493 · Misc Interest Income	9,867.22		
Total Transfers/Non-Revenue Receipts	<u>35,536.54</u>	<u>207,500.00</u>	<u>-171,963.46</u>
Total Income	<u>6,589,948.09</u>	<u>6,759,098.00</u>	<u>-169,149.91</u>

Expense

**Town of Cornwall
Actual vs. Budget**

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
01 · Board of Selectmen Budget			
Assessor			
52002 · Assessor's Salary	8,466.50	8,805.00	-338.50
52003 · Assessor's Clerk Salary	21,364.70	22,050.00	-685.30
52205 · Office Supplies	570.87	1,500.00	-929.13
52209 · Mileage, Travel	163.71	1,000.00	-836.29
52210 · Meetings / Memberships	15.00	15.00	0.00
52215 · Computer	1,138.79	1,500.00	-361.21
52216 · Contracted Services	4,779.00	5,000.00	-221.00
Total Assessor	<u>36,498.57</u>	<u>39,870.00</u>	<u>-3,371.43</u>
Board of Assessment Appeals			
53002 · BAA Salaries	0.00	498.00	-498.00
53004 · BAA Clerk Wage	0.00	1.00	-1.00
53105 · Expenditures	0.00	1.00	-1.00
Total Board of Assessment Appeals	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>
Board of Selectmen			
50202 · Selectmen's Salaries	59,612.96	61,684.00	-2,071.04
50203 · Selectmen's Clerk	35,508.50	36,929.00	-1,420.50
50204 · BOS Temporary Clerk	1,141.65	1,200.00	-58.35
50305 · BOS Office Supplies	340.60	850.00	-509.40
50308 · BOS Bids, Legal Etc	142.32	500.00	-357.68
50309 · BOS Meetings, Mileage	0.00	15.00	-15.00
50310 · BOS Meetings, Memb's	360.00	300.00	60.00
50346 · BOS Postage	7.80	200.00	-192.20
Total Board of Selectmen	<u>97,113.83</u>	<u>101,678.00</u>	<u>-4,564.17</u>
Finance Department			
53402 · Treasurer's Salary	3,270.24	3,270.00	0.24
53403 · Finance Director Salary	35,957.00	37,395.00	-1,438.00
53404 · Treasurers Clerk	0.00	1.00	-1.00
53505 · Office Supplies	1,378.30	1,000.00	378.30
53507 · Printing	2,721.92	2,860.00	-138.08
53515 · Computer	979.54	1,500.00	-520.46
53546 · Postage	855.45	1,000.00	-144.55
53550 · Town Audit	14,850.00	14,750.00	100.00
Total Finance Department	<u>60,012.45</u>	<u>61,776.00</u>	<u>-1,763.55</u>
Hammond Beach			
69103 · Salaries	29,998.27	34,797.00	-4,798.73
69207 · Programs	1,201.29	1,000.00	201.29
69213 · Utilities	864.04	800.00	64.04
69214 · Supplies	0.00	700.00	-700.00
69215 · Equipment	0.00	500.00	-500.00
69216 · Contracted Services	286.00	2,000.00	-1,714.00
Total Hammond Beach	<u>32,349.60</u>	<u>39,797.00</u>	<u>-7,447.40</u>
Highway Administration / Suppli			
60011 · Garage Heat	8,199.67	6,500.00	1,699.67
60013 · Utilities	4,744.33	5,000.00	-255.67

**Town of Cornwall
Actual vs. Budget**

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
60014 · Supplies	6,797.09	5,000.00	1,797.09
60015 · Small Equipment	1,354.30	2,500.00	-1,145.70
60016 · Contracted Services	26,245.62	19,000.00	7,245.62
60018 · Small Equipment Repairs	0.00	500.00	-500.00
60035 · Garage Repairs (building)	1,382.68	1,000.00	382.68
61010 · Drug Testing	0.00	200.00	-200.00
61603 · Labor Expense			
OT Labor Expense	12,889.00	15,579.00	-2,690.00
Regular Labor Expense	216,416.53	231,936.00	-15,519.47
Total 61603 · Labor Expense	<u>229,305.53</u>	<u>247,515.00</u>	<u>-18,209.47</u>
61604 · HWY Temporary Labor	3,275.79	6,000.00	-2,724.21
62012 · Fuel and Oil	32,114.42	35,000.00	-2,885.58
62014 · Highway Signs	3,548.41	1,500.00	2,048.41
62018 · Road Materials	21,520.13	20,000.00	1,520.13
62050 · Snow Removal	46,429.26	70,000.00	-23,570.74
64016 · Tree Maintenance	25,137.50	18,000.00	7,137.50
Total Highway Administration / Suppli	<u>410,054.73</u>	<u>437,715.00</u>	<u>-27,660.27</u>
Total Highway Vehicle Maintenance	72,826.90	40,000.00	32,826.90
57544 · Employees Health Insurance	182,646.04	196,757.00	-14,110.96
57545 · Employee's Pension Plan	40,212.72	40,540.00	-327.28
Total Insurance and Benefits	<u>326,822.76</u>	<u>352,511.00</u>	<u>-25,688.24</u>
Land Use			
54202 · Zoning Enf Wage	5,796.04	6,721.00	-924.96
54203 · Land Use Administrator	6,166.00	10,446.00	-4,280.00
54204 · Land Use Clerk	6,692.00	6,026.00	666.00
54305 · Office Supplies	286.92	500.00	-213.08
54307 · Printing	40.00	200.00	-160.00
54308 · Legal Notices	951.20	1,800.00	-848.80
54310 · Meetings / Mileage	402.00	500.00	-98.00
54315 · Computer	0.00	400.00	-400.00
54316 · Consulting	1,578.00	6,800.00	-5,222.00
54317 · Legal	0.00	2,500.00	-2,500.00
Total Land Use	<u>21,912.16</u>	<u>35,893.00</u>	<u>-13,980.84</u>
Organizational Support			
70080 · Cornwall Child Center	40,000.00	40,000.00	0.00
70180 · Cornwall Library	45,000.00	45,000.00	0.00
70185 · Cornwall Historical Society	4,500.00	4,500.00	0.00
70190 · Cornwall Housing Corp	0.00	4,000.00	-4,000.00
70195 · Cornwall Conservation Trust	0.00	2,000.00	-2,000.00
70270 · NW COG and COST	1,109.60	1,120.00	-10.40
70271 · Council of Small Towns	521.00	1,225.00	-704.00
70585 · Tax Refund	69.10	1,500.00	-1,430.90
70780 · Cemetery Maintenance	2,600.00	2,600.00	0.00
70870 · Regional Housing	100.00	100.00	0.00
71070 · NW Conservation District	600.00	600.00	0.00

**Town of Cornwall
Actual vs. Budget**

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
71170 · Housatonic River Commission	350.00	350.00	0.00
71260 · Geer Adult Day Center	9,500.00	9,500.00	0.00
71360 · Susan B. Anthony Project	1,500.00	1,500.00	0.00
71480 · Town Celebrations	147.48	300.00	-152.52
71560 · NW Corner Chore Service	5,000.00	5,000.00	0.00
71660 · Women's Support Service	1,500.00	1,500.00	0.00
71760 · Regional Mental Health	153.00	153.00	0.00
71860 · Housatonic Youth Service	4,608.00	4,608.00	0.00
71980 · Agricultural Advisory	827.96	800.00	27.96
72070 · Elderly Nutrition Project	664.61	665.00	-0.39
72071 · Greenwoods Counseling Referrals	2,000.00	2,000.00	0.00
72072 · HVA - Housatonic Valley Assoc	250.00	250.00	0.00
72074 · Conservation Commission	0.00	1,500.00	-1,500.00
72075 · Economic Study Group	1,405.00	4,195.00	-2,790.00
72077 · FISH	0.00	250.00	-250.00
Total Organizational Support	<u>122,405.75</u>	<u>135,216.00</u>	<u>-12,810.25</u>
Park & Recreation			
68503 · Salaries	21,340.75	22,194.00	-853.25
68506 · Supplies	1,491.42	1,300.00	191.42
68507 · Park & Rec Program	11,832.96	8,000.00	3,832.96
68512 · Basketball	140.00	1,000.00	-860.00
68513 · Soccer	639.74	2,100.00	-1,460.26
68514 · Skiing	0.00	2,800.00	-2,800.00
68515 · Baseball	1,740.43	2,000.00	-259.57
68516 · Fields / Services	5,495.08	9,000.00	-3,504.92
Total Park & Recreation	<u>42,680.38</u>	<u>48,394.00</u>	<u>-5,713.62</u>
Total Payroll Expenses - 58140 · Social Security / Medica	50,188.78	53,114.00	-2,925.22
Total Probate Court	3,057.86	3,100.00	-42.14
Public Health & Welfare			
Commission on Aging			
68003 · Municipal Agent Salary	990.50	1,030.00	-39.50
68105 · Supplies	0.00	200.00	-200.00
68107 · Printing	0.00	200.00	-200.00
Total Commission on Aging	<u>990.50</u>	<u>1,430.00</u>	<u>-439.50</u>
Social Service			
67803 · Social Service Administrator	26,858.00	27,932.00	-1,074.00
67905 · Office Supplies	0.00	1,200.00	-1,200.00
67909 · Mileage / Traves	0.00	500.00	-500.00
67910 · Meetings / Memberships	0.00	100.00	-100.00
67991 · General Assistance	0.00	500.00	-500.00
67992 · GA Medical	0.00	200.00	-200.00
67993 · GA Burial	0.00	1.00	-1.00
Total Social Service	<u>26,858.00</u>	<u>30,433.00</u>	<u>-3,575.00</u>
67700 · Torrington Area Health	8,618.76	8,619.00	-0.24

**Town of Cornwall
Actual vs. Budget**

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
67702 · NW CT Transit	615.00	615.00	0.00
67703 · Senior Van	5,000.00	5,000.00	0.00
67716 · V.N.A.	873.15	4,482.00	-3,608.85
67760 · Hepatitis B. Vaccine	0.00	300.00	-300.00
67770 · NW Center Family Service	0.00	500.00	-500.00
Total Public Health & Welfare	42,955.41	51,379.00	-8,423.59
Public Safety			
65016 · CVFD Physical Exams	5,028.50	6,000.00	-971.50
65035 · Firehouse Maintenance	24,852.01	28,650.00	-3,797.99
65045 · Service Incentive	1,960.00	34,000.00	-32,040.00
65050 · Operations	44,632.67	53,090.00	-8,457.33
65051 · Rescue	25,593.23	25,200.00	393.23
66000 · Police Services	0.00	1.00	-1.00
66003 · Fire Marshal Salary	2,651.83	3,000.00	-348.17
66005 · Fire Marshal Expenses	1,258.42	1,700.00	-441.58
66016 · 911 Contract	15,021.22	15,021.00	0.22
66050 · Civil Preparedness	100.00	1,000.00	-900.00
Total Public Safety	121,097.88	167,662.00	-46,564.12
Registrars of Voters			
56602 · Registrars' Salaries	4,255.03	4,501.00	-245.97
56603 · Election Workers' Wages	996.68	1,920.00	-923.32
56805 · Office Supplies	257.76	300.00	-42.24
56807 · Printing	0.00	1.00	-1.00
56808 · Legal Notices	0.00	1.00	-1.00
56809 · Mileage / Travel	105.93	200.00	-94.07
56810 · Meetings/Memberships	440.00	900.00	-460.00
56816 · Contracted Services	2,206.00	2,500.00	-294.00
56846 · Postage	0.00	49.00	-49.00
Total Registrars of Voters	8,261.40	10,372.00	-2,110.60
Sanitation & Recycling			
62787 · Bulk Waste	17,981.27	19,000.00	-1,018.73
67002 · Salaries / Wages	67,532.64	65,009.00	2,523.64
67114 · Landfill Supplies / Repairs	5,240.15	3,000.00	2,240.15
67116 · MSW Hauling	15,428.78	17,000.00	-1,571.22
67119 · Site Testing	4,924.80	8,225.00	-3,300.20
67135 · Building Repairs	0.00	500.00	-500.00
67216 · CRRRA Contract	16,606.96	20,000.00	-3,393.04
67288 · Hazardous Waste	869.83	2,500.00	-1,630.17
67289 · Stump Grinding	0.00	1.00	-1.00
67305 · Recycling Expense	0.00	800.00	-800.00
67316 · Recycling Box Rent	630.00	1,100.00	-470.00
67388 · Recycling Hauling	7,015.92	8,000.00	-984.08
Total Sanitation & Recycling	136,230.35	145,135.00	-8,904.65
Tax Collector			
52502 · Salary	23,481.50	24,421.00	-939.50
52503 · Tax Collector's Clerk Wage	1,965.68	2,752.00	-786.32

Actual vs. Budget

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
52705 · Office Supplies	182.48	984.00	-801.52
52707 · Printing	954.76	1,234.00	-279.24
52708 · Legal Notices	372.90	420.00	-47.10
52710 · Meetings / Memberships	402.81	500.00	-97.19
52715 · Computer	0.00	400.00	-400.00
52716 · Contracted Services	6,193.29	5,600.00	593.29
52746 · Postage	944.87	1,478.00	-533.13
Total Tax Collector	<u>34,498.29</u>	<u>37,789.00</u>	<u>-3,290.71</u>
Town Clerk			
50902 · Town Clerk Salary	40,516.75	42,137.00	-1,620.25
50903 · Assistant Town Clerk Wage	4,045.00	5,280.00	-1,235.00
51105 · Office Supplies	218.70	700.00	-481.30
51108 · Legal Notices	802.33	600.00	202.33
51110 · Meetings, Memberships	620.00	650.00	-30.00
51115 · Computer	0.00	425.00	-425.00
51116 · Contracted Services	9,822.55	13,500.00	-3,677.45
51117 · Elections	558.84	1,000.00	-441.16
51146 · Postage	399.79	400.00	-0.21
Total Town Clerk	<u>56,983.96</u>	<u>64,692.00</u>	<u>-7,708.04</u>
Town Office Administration			
57103 · Town Office Custodian	3,757.38	3,000.00	757.38
57105 · Town Office Supplies	1,541.02	2,400.00	-858.98
57111 · Town Office Heating	8,004.22	7,500.00	504.22
57113 · Town Office Utilities	16,496.49	11,000.00	5,496.49
57116 · Town Office Contracted	8,197.59	9,500.00	-1,302.41
57117 · Town Counsel	1,882.50	12,000.00	-10,117.50
57135 · Town Building Repairs	760.69	500.00	260.69
Total Town Office Administration	<u>40,639.89</u>	<u>45,900.00</u>	<u>-5,260.11</u>
10000 · Contingency	0.00	30,000.00	-30,000.00
Total 01 · Board of Selectmen Budget	<u>1,716,590.95</u>	<u>1,902,493.00</u>	<u>-185,902.05</u>
Total 02 · Board of Education	<u>3,803,268.56</u>	<u>3,976,708.00</u>	<u>-173,439.44</u>
Total 03 · Capital Expenditures	<u>515,000.00</u>	<u>515,000.00</u>	<u>0.00</u>
Total 04 · Debt Service	<u>365,381.25</u>	<u>364,897.00</u>	<u>484.25</u>
Total Expense	<u>6,400,240.76</u>	<u>6,759,098.00</u>	<u>-358,857.24</u>
Additional Appropriations	<u>75,000.00</u>		
Net Revenue and Expense	<u>114,707.33</u>	<u>0.00</u>	<u>114,707.33</u>