

BOARD OF FINANCE

Minutes of the Regular Meeting held on October 19th, 2017

	<u>Regular Members</u>	<u>Others</u>
Present	N John LaPorta (CHM)	Gordon M Ridgway, First Selectman
	Y Lisa Lansing	Barbara Herbst, BoF Clerk
	Y Celia Senzer	
	Y William Hurlburt	
	N Janet Sanders	<u>Alternate Members</u>
	Y Jack Preston	N Joseph Pryor
		Y Darilyn Woods

Call to Order
Chairman

7:31 p.m.

Elevated Darilyn Woods to sit for Janet Sanders

It was noted that there was no quorum at the September 21st 2017 meeting, no business was undertaken, there are no minutes.

Additionally, it was announced that this meeting is the last meeting for Celia Senzer and Jack Preston as they both are stepping down and not running for re-election. The board thank both members for their long tenure and noted that their wisdom will be missed.

1 - Minutes

Minutes for the July 19th meeting were provided to all members via email as well as available at the meeting.

Motion

Bill Hurlburt Made a motion to approve the minutes as presented.

Jack Preston Seconded the motion.

Motion passed unanimously

#2 - Correspondence

Two pieces of correspondence were carried over from the agenda of the 9/21/17 meeting, both were reviewed and are appended to these minutes.

a) 8/7/17 letter from Secretary Barnes and 8/17/17 submitted response.

b) 9/8/17 letter from Pamela Vogel, Superintendent of Region One.

During the discussion of correspondence item "b", it was noted that the letter was dated 9/8/17, was received on 9/18/17 and notified the board that negotiations for a successor collective bargaining agreement between the Board of Education for the Cornwall Public Schools and the Association that represents the teachers in Cornwall, "will commence in August 2017". A copy of the correspondence was emailed to all members on 9.18.17. Additionally, it was noted that the letter did not provide any locations or times for said negotiations. Board members were encouraged to attend any remaining sessions if they were so inclined. The board clerk was asked to find out the status of said negotiations and notify members of any remaining sessions.

3 - First Selectman

Board of Selectmen

First Selectman Ridgway reported the following:

- a) **State Budget updates:** First Selectman Ridgway had a recent conversation with Representative Ohler and was told that State legislative leaders declared Wednesday they had crafted the framework of a bipartisan deal to end Connecticut's 110-day budget impasse, while conceding that some key details, including distribution of town aid, remained to be resolved. Democratic and Republican leaders of the House and Senate said they would begin discussing the framework with rank-and-file members in closed-door caucuses starting Thursday with the goal of voting on the plan sometime next week

It was the hope of Brian Ohler that the bipartisan support would be such that it could override a veto by Governor Malloy if necessary.

- b) **Town Plan / demographics:** The Planning and Zoning Commission has scheduled a "Town Plan Forum" for October 20th at CCS. The format for the forum will focus on the creation of five groups to discuss, exchange and explore ideas to define and address concerns in the areas of Natural Resources, Housing, Local Economy, Youth and Regional Economy. All are encouraged to attend this important forum.

- c) **West Cornwall Wastewater Management:** The committee is wrapping up their study and plan to finalize the information on November 7th. It is expected that subsequent to that date, a public meeting will be held to present the findings of the study to the public and to invite public comments, concerns and responses.

d) **Cornwall C consolidated School:** The Board of Education has a new Chairman, Catherine Tatge. The Board of Education will be sponsoring a facilitated discussion which is a structured opportunity for the citizens and taxpayers of Cornwall to give input and find areas of agreement regarding the current status and potential future of education for Cornwall students. This event will be held on 1/19/2018 from 6:30 to 9:00 in the CCS gymnasium. Subsequent meetings will be in February and March for participants to work together on the next steps where potential solutions are generated and examined by the group. All are encouraged to attend this important event.

4 - Five Year Capital

A copy of the five year capital plan as approved by the Board of Selectmen on 10/3/2017 was provided to everyone at the meeting and is appended to these minutes.

Motion

Lisa Lansing Made a motion to approve and recommend the Five Year Capital Plan in the amount of \$2,815,000 to the electors and citizens of Cornwall for a vote on October 27th, 2017.

Darilyn Woods Seconded the motion.

Discussion

First Selectman Ridgway reviewed the changes that the Board of Selectmen made to the plan which decrease it by a total of \$240,000. It was noted that the Flat Rocks bridge replacement came in slightly underbudget and because of the bonded bridge funding, the capital plan appropriations for Bridge funding has been eliminated through FY 2021. The proposed amounts for Town Buildings has been increased to \$30,000 for each of the five years to facilitate heating system upgrades in the West Cornwall Firehouse as well as 26 Pine Street.

Chairman LaPorta requested that the Board of Selectmen engage a professional team or series of vendors to produce an inventory report of town buildings that would include prioritized recommendations and costs for maint, repairs and major renovations. After brief discussion, the entire board concurred.

Motion

Lisa Lansing Made a motion to amended her motion to include increased yearly appropriations to the Town Building line so that each year would reflect an final appropriation of \$50,000 for town Buildings. This changes the bottom line of the Five Year Plan by \$100,000 making the total \$2,915,000.

Darilyn Woods Seconded the motion to amend.

Motion to amend passed unanimously

Motion to approve the Five Year Plan as amended passed unanimously

4 - Finance Director

Finance Director

Finance Director, Barbara Herbst reported that the Audit is complete and the entire Financial Statements for the period end June 30, 2017 has been posted on the Cornwall.com web site. Additionally, the Annual Town Report is complete, copies are available at all the post office locations, the bank, Cornwall Package store as well as posted on the Cornwall.com web site. The Annual Town Report includes the entire Management Discussion and Analysis portion of the audited financial statements as well as the Statement of Revenues, Expenditures and Changes in Fund Balances for the year ended 6/30/2017. The General Fund balance increased by \$76,248 from the prior year, the unassigned portion is \$1,736,893 of 25.9% of the total general fund expenditures for 2017.

There were no management comments associated with this audit, the Auditor is willing to come to the next Board of Finance meeting to answer any questions or provide any explanations necessary. The board concurred that in the absence of any management comments or recommendations, it would not be necessary for the auditor to attend the November meeting.

Additionally, the Finance Director provided the board with a tentative schedule of meetings for the calendar year 2018, as well as a tentative schedule for special budget meetings. The board was asked to review these schedules and be ready to take action on them at the November meeting. It was noted that all regular meetings are scheduled to be held on the third Thursday of each month.

7 - Adjournment

Jack Preston Made a motion to adjourn the meeting.

Celia Senzer Seconded the motion

Motion

Motion passed unanimously

8:35 PM



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICE OF THE SECRETARY

August 7, 2017

Dear Selectman Ridgway,

On August 2nd, the Governor directed the Office of Policy and Management to produce a series of reports on the fiscal health of municipalities (please see attached).

To that end, I am requesting updated information on your municipality's fund balance. We have historic data already reported to our office, which we have included below. We are looking for estimates of your General Fund's total fund balance and unassigned fund balance for as of June 30, 2017. In addition, we are requesting projections of your municipality's General Fund total fund balance and unassigned fund balance as of June 30, 2018, based on the assumptions from your adopted FY 18 budget.

CORNWALL

General Fund

	<u>Total Fund Balance</u>	<u>Unassigned Fund Balance per GASB 54</u>
FY 15 Actual	1,922,616	1,449,442
FY 16 Actual	2,145,671	1,661,032
FY 17 Estimated		
FY 18 Projected (based on adopted municipal budget)		

Finally, please provide any supplemental information about the potential impact of a continuing state budget impasse on your community's finances, such as contingency plans to utilize fund balance, issue supplemental taxes or reduce spending.

Please email the requested information to Michael Izadi on my staff at michael.izadi@ct.gov by August 16, 2017.

Sincerely,

Benjamin Barnes
Secretary

Cc: Barbara E. Herbst, Finance Officer
Michael Izadi, Office of Policy and Management
Kerry Kelley, Office of Policy and Management

Town of Cornwall



August 17, 2017

Secretary Benjamin Barnes
State of Connecticut
Office of Policy and Management
450 Capitol Avenue
Hartford, CT 06106

Dear Secretary Barnes,

Below is the information you requested regarding FY '17 Estimated General Fund balance and FY'18 Projected General Fund balance.

	Total Fund Balance	Unassigned Fund Balance Per GASB 54
FY 17 Estimated	2,232,272	1,747,191
FY 18 Projected	2,032,272	1,547,191

Supplemental information requested;

- 1) The State budget impasse has a very negative impact our local process.
- 2) Regional School District #1 (of which Cornwall belongs) has the highest per pupil cost in the state and each budget cycle is fraught with efforts to balance the need for a quality public education, declining enrollment and diminished state funding with a reasonable tax assessment on our citizens.
- 3) Cornwall passed a budget in May based on the best guess of what the state would fund. Any substantial change in state municipal aid will compel the town to raise property taxes.
- 4) In 1989 (Tornado) and again in 2011 (bridge loss due to large storm) natural disasters encumbered large amounts of our Unassigned Fund Balance. Cornwall endeavors to keep the unassigned fund balance at a useful level to address unforeseen circumstances.

Respectfully submitted: Barbara E. Herbst,

Finance Director, Town of Cornwall

PO Box 97, Cornwall CT 06753

Phone - 860-672-2707 Fax: 860-672-4068

Email: cwlfinance@optonline.net

The Town of Cornwall is an equal opportunity employer.

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Falls Village, CT 06031

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Town of Cornwall
John LaPorta, Chair
Board of Finance
PO Box 97
26 Pine Street
Cornwall, CT 06753

Scanned to B.O.F. 9-18-17

September 8, 2017

RE: Cornwall Certified Teacher Negotiations

Dear Town of Cornwall Board of Finance,

Please be advised that the Board of Education for the Cornwall Public Schools (the "Board") will commence negotiations in August 2017 for a successor collective bargaining agreement with the Association that represents the teachers in Cornwall.

I am able to meet and confer, on behalf of the Board, with the fiscal authority of the Town of Cornwall prior to the initial negotiations session in this matter. Please contact me to discuss a possible meeting time for any such discussion.

In addition, a member of the fiscal authority of the Town is entitled to attend these negotiations, to serve as an observer and a resource to the Board. The Board and the teachers will convene an initial negotiation session in August. At that initial session, the parties will select additional dates in September for further negotiation sessions.

For your information, the statutory timelines for negotiations between the Board and the Association is as follows:

Commence Date: August 10, 2017
Mediation Date: September 29, 2017
Arbitration Date: October 24, 2017

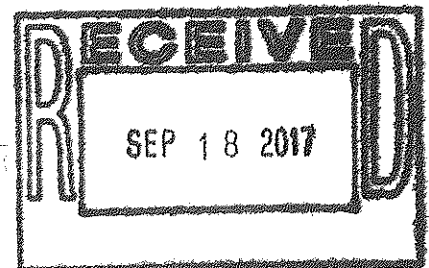
Please contact me if I can provide any further information about the negotiation process.

Sincerely,



Pamela Vogel
Superintendent

Cc: Tom Levine, Cornwall Board of Education Chairperson



TOWN OF CORNWALL
WORKSHEET CAPITAL PLAN FOR FISCAL YEARS 2019 – 2023

		Approved Previously	Changes	Final
FY 2018-2019	Road Improvement: Repair roads in Group 5			
	East Cornwall	300,000		300,000
	Bridges / Culverts / Gravel Bank	100,000	-100,000	0
	Cornwall Consolidated School	40,000		40,000
	CVFD Truck Fund (3-0)	80,000		80,000
	Town Buildings	20,000	10,000	30,000
	Highway Truck: (Payloader)	75,000	20,000	95,000
	Trnsf Sta Skid Steer		20,000	20,000
	TOTAL	615,000	-50,000	565,000
FY 2019-2020	Road Improvement: Repair roads 1			
	Cornwall Hollow	300,000		300,000
	Bridges / Culverts / Smith Place	100,000	-100,000	0
	Cornwall Consolidated School	40,000		40,000
	CVFD Truck Fund (3-0)	80,000		80,000
	Town Buildings	30,000		30,000
	HWY Truck replacement fund (Trk #9)	100,000		100,000
	TOTAL	650,000	-100,000	550,000
FY 2020 - 2021	Road Improvement: Repair roads in Group 2			
	North Cornwall / Cream Hill	300,000		300,000
	Bridges / Culverts / Lake Road	100,000	-100,000	0
	Cornwall Consolidated School	40,000		40,000
	CVFD Truck Fund (3-0)	80,000		80,000
	Town Buildings	30,000		30,000
	HWY Truck replacement fund (Trk #9)	100,000		100,000
	TOTAL	650,000	-100,000	550,000
FY 2021-2022	Road Improvement: Repair roads in Group 3			
	West Cornwall & Cornwall Village	300,000		300,000
	Bridges / Culverts (TBD)	100,000	-90,000	10,000
	Cornwall Consolidated School Projects	40,000		40,000
	CVFD Truck Fund -	80,000		80,000
	Town Buildings	20,000	10,000	30,000
	Transfer Station Building			0
	HWY Truck replacement fund (Trk #6)	100,000		100,000
	Revaluation	30,000		30,000
TOTAL	670,000	-80,000	590,000	
FY 2022-2023	Road Improvement: Repair roads in Group 4	300,000		300,000
	Cornwall Bridge			0
	Bridges / Culverts	10,000		10,000
	Cornwall Consolidated School	40,000		40,000
	CVFD Truck Fund	80,000		80,000
	Town Buildings	10,000	20,000	30,000
	HWY Truck replacement fund (Trk #6)	30,000	70,000	100,000
	TOTAL	470,000	90,000	560,000
TOTAL	3,055,000	-240,000	2,815,000	

Approved Board of Selectmen 10/3/2017
Board of Finance