

# BOARD OF FINANCE

Minutes of the Regular Meeting held on February 15th, 2017

## Regular Members

Present  
Y John LaPorta (CHM)  
Y Lisa Lansing  
N Celia Senzer  
Y William Hurlburt  
Y Janet Sanders  
Y Jack Preston

## Others

Gordon M Ridgway, First Selectman  
Barbara Herbst, BoF Clerk  
John Green, Treasurer  
Richard Bramley, Selectman

## Alternate Members

Y Joseph Pryor  
N Darilyn Woods

Call to Order

7:30 p.m.

# 1 - Additions

none

Chairman asked alternate member Joe Pryor to sit for Celia Senzer.

It was noted that there was no quorum for the January 18th meeting, therefore no minutes. Minutes for the November 16th and the December 15th meetings were provided to all members via email as well as distributed at the meeting.

# 2 - Minutes

### Motion

**William Hurlburt** Made a motion to approve both sets of the minutes as presented.

**Lisa Lansing** Seconded the motion.

**Motion passed unanimously**

# 3 - Correspondence

- a) Cornwall Conservation Trust mailed a letter to the Board of Finance dated 12/7/2016. A copy of the letter was circulated to the Board of Finance at the time and is appended to these minutes.

### Motion

**Lisa Lansing** Made a motion to issue a letter of support as requested by the CCT. Said letter would endorse their efforts to preserve 72 acres of forest in West Cornwall through an Open space Grant from the CT DEEP.

**William Hurlburt** Seconded the motion.

### Discussion

Chairman LaPorta reported that he had spoken to Barton Jones upon receipt of the letter. A brief discussion ensued, it was noted that the deadline for submission of the letter of support was 1/23/17.

**Motion was withdrawn**

- b) State of CT re ECS and LoCIP: Documents were distributed and are appended herewith. First Selectman Ridgway briefly reviewed the mid year adjustments and framed the proposed state funding for FY '18. It was noted that this is just a proposal and final information has not been issued yet.
- c) Audit FYE 6/30/16 - submission from Auditor: The Auditor presented and discussed the attached document at the meeting of January 18th 2017. Because there was no quorum at the 1/18/17 meeting, this information was made available again and discussed briefly. It was noted that during the presentation by the Auditor, the second bullet under "Opportunities for Consideration" was discussed at length. Clarification of the Auditor concerns regarding the BoE financial activities are as follows:
- 1) Consistency of process.  
Current segregation of duties assures solid internal controls and effective oversight of financial activity, changes undermine stability.
  - 2) Erosion of cost effectiveness.  
Unnecessarily creating a full time position when the work is currently and properly handled between one FT and one PT position.
  - 3) Less transparency and efficiency.

# 4 - Reports

### **Board of Selectmen**

First Selectman Ridgway reviewed the proposed Selectmen's budget for FY 2017 - 2018. It was noted that there will be a turnover in staff at Hammond Beach, the long term director has taken a job with the Sharon BoE. The Town Clerk is requesting increased hours for a clerk position to facilitate training. The overall increase being presented is 2.14%.

Finance Director

No Report

# 5 - Bridge Report

The town-wide bridge survey has been completed and the report has been provided to the Selectmen. A summary handout was provided at the meeting and is appended to these minutes. First Selectman Ridgway reviewed the findings.

A discussion ensued regarding funding for Priority Group #1 of the bridge report. The Town Treasurer and the Finance Director have been working collaboratively to investigate financing options and have had conversations with both Bond Counsel and our Financial Advisor. A tentative Special Meeting was discussed for March 1st so the BoF can take action on this matter.

# 7 - Adjournment

**Jack Preston** Made a motion to adjourn the meeting.

**Janet Carlson** Seconded the motion

Asked for any discussion.

Motion

Motion passed unanimously

9:06 PM

  
Barbara E. Herbst, Board Clerk

Submitted:

Note:

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

# CORNWALL CONSERVATION TRUST, INC.

P.O. Box 74 • West Cornwall, CT • 06796

December 7, 2016

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

**Re: Request for Letter of Support for the Preservation of 72 Acres of Forest in West Cornwall through an Open Space Grant from the Connecticut Department of Energy & Environmental Protection.**

Dear John,

The Cornwall Conservation Trust (CCT) is applying to the Connecticut Department of Energy and Environmental Protection (DEEP) for an Open Space Grant to help us buy from the Matland family 72 acres of forest (Matland Forest) on the slopes of Tarradiddle Mountain in West Cornwall.

Applications are weighed by a point system in which municipal and community backing rank high. Accordingly, we are asking you to help our efforts by writing a letter to DEEP supporting CCT by stating why you think this is a project worthy of state funding.

To give you some background on the proposal, I have prepared a few facts and observations on the Matland Forest, using the DEEP grant award criteria and the land trust's own criteria for land acquisition as our starting points. We invite you to use this information however you like in preparing your own letters.

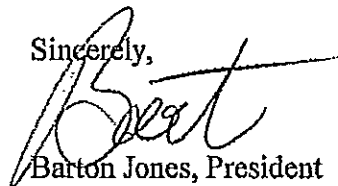
The letters need not be long. If possible, they should be on your organization's letterhead. They should be returned to me, not to DEEP, but should be addressed as follows:

Department of Energy and Environmental Protection  
Open Space and Watershed Land Acquisition Grant Program  
Constituent Affairs/Land Management Division  
79 Elm Street, 6<sup>th</sup> Floor  
Hartford, CT 06106-5127

The grant deadline is February 1st, but we would like to have your letters in hand by not later than January 23, 2017. Please call me at (860) 672-6263 if you have questions or need more information.

Thank you very much for your support. This is a lovely and valuable piece of forest that will be a privilege to help preserve.

Sincerely,



Barton Jones, President

Enclosures

cornwallconservationtrust@gmail.com • www.cornwallconservationtrust.org

## Facts about the Matland Forest

### Identification in Town Plan

In the 2010 Town of Cornwall Plan of Conservation and Development the Matland Forest is identified as having "Forest Potential with Significant Conservation Value", see Land Use Map 3.

### Proximity to other protected land

The Matland Forest lies within an extensive protected areas network with over 730 acres of conservation lands located within a mile of the property. A Housatonic State Forest is located 425LF to the north; the CCT Brokaw-Trinity block lies 1200LF to the south; and the Hart Farm/Cooley Farm complex lies 1300LF to the east. The HVA Greenprint model has identified the tract as a Priority Threatened Forest and as Potentially Fragmentable Habitat.

### Passive Recreational Value

The Matland Forest has excellent trail potential with varied terrain, views and interesting geological features.

### Variety of Terrain

The Matland Forest harbors an interesting diversity of stands and microhabitats that include mesic upland forest, dry upland forest, former pastureland, complex bedrock ledge, spring, and stream. Dominant cover types vary from mixed northern hardwoods and eastern white pine (*Pinus strobus*) to eastern hemlock (*Tsuga canadensis*)-beech (*Fagus grandifolia*) to chestnut oak (*Quercus prinus*).

### Scenic and Aesthetic Value

The Matland Forest is visible from state and local roads and other scenic viewsheds. There are also scenic views down into the Housatonic River valley from the Matland Forest.

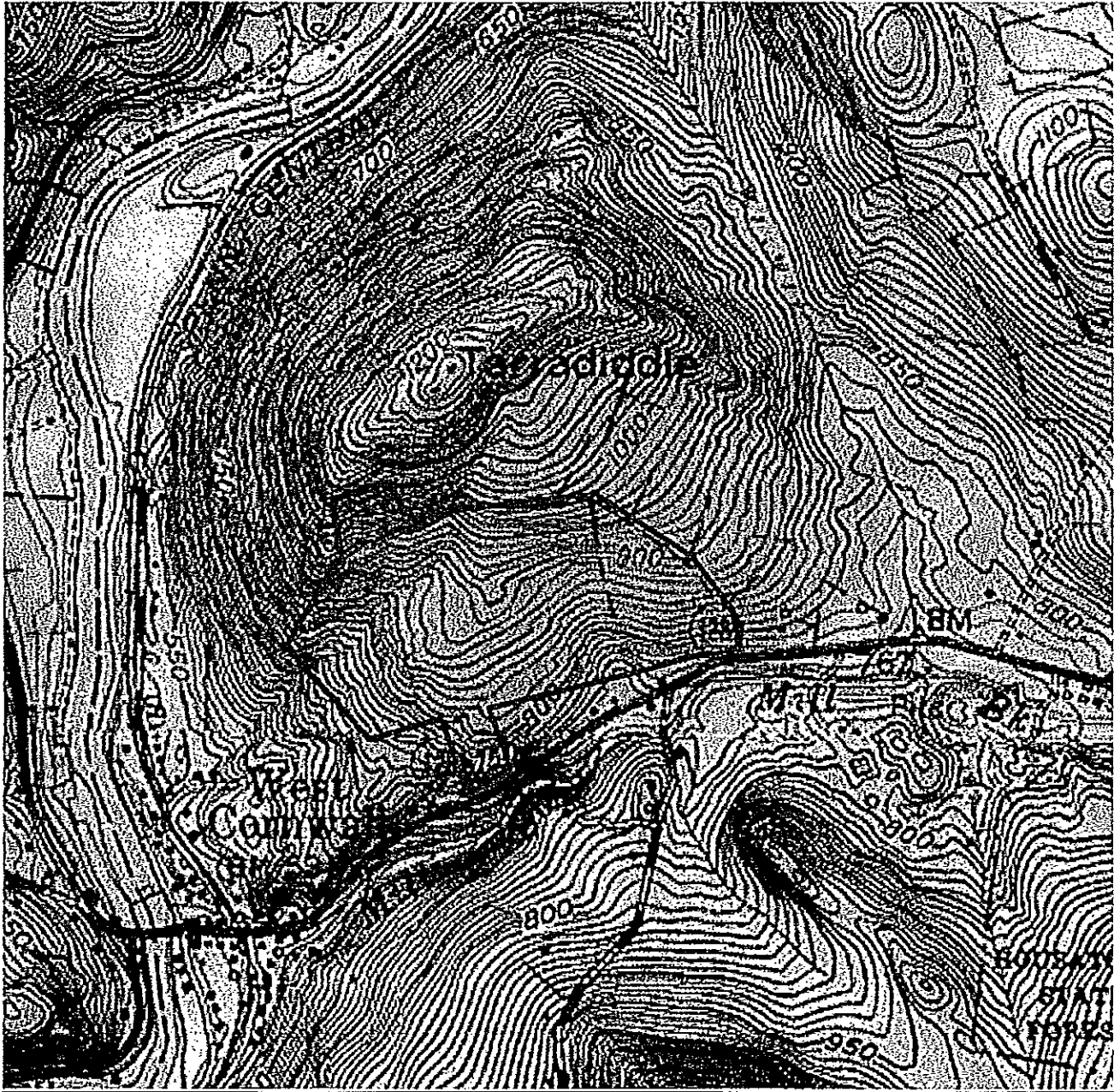
### Habitat/Wildlife Value

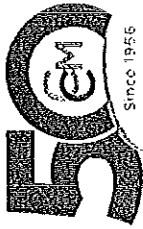
DeGraaf, in *New England Wildlife: Management of Forested Habitats* (USFS, 1989), cites over 150 wildlife species that use the types of habitat found in the Matland Forest including bobcat (*Lynx rufus*), porcupine (*Erethizon dorsatum*), black bear (*Ursus americanus*), raccoon (*Procyon lotor*), fisher (*Martes pennanti*), southern flying squirrel (*Glaucomys volans*), northern goshawk (*Accipiter gentilis*), great horned owl (*Bubo virginianus*), pileated woodpecker (*Dryocopus pileatus*), hermit thrush (*Catharus guttatus*), black-throated green warbler (*Setophaga virens*), and blackburnian warbler (*Setophaga fusca*).

### Water Course Preservation

The Matland Forest contains stream and spring features and drains into Mill Brook and the Housatonic River.

Map





Connecticut Conference  
of Municipalities

Since 1956 collaborating for the common good

Government Finance & Research

February 8, 2017

### Governor's Proposed FY 18 State Budget Impact on: Cornwall

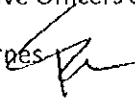
Grant:	Current Year FY 17	Gov. Proposed FY 18	Gov. Proposed FY 18 v. FY 17
	(\$)	(\$)	(%)
Adult Education	0	0	
ECS Grant	6,976	1,292	-81.5%
LoCIP	0	59,709	
Pequot-Mohegan Grant	8,178	8,114	-0.8%
PILOT: Colleges & Hospitals	0	0	
PILOT: State-Owned Property	3,149	11,697	271.5%
Town Aid Road	224,166	224,166	0.0%
Grants for Municipal Projects	0	0	
MRSF Select PILOT	0	0	
MRSF Revenue Sharing	11,269	16,221	43.9%
MRSF Motor Vehicle	0	0	
Special Education	0	54,165	
Teachers' Retirement Contribution	0	-192,670	
Hospital Property Tax	0	0	
<b>Total</b>	<b>253,738</b>	<b>182,694</b>	<b>-28.0%</b>



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

OFFICE OF THE SECRETARY

To: Municipal Chief Executive ~~Officers~~ and Chief Financial Officers  
From: Secretary Benjamin Barnes   
Date: December 29, 2016  
Subject: Status of available funding for the Local Capital Improvement Program (LoCIP)

I am writing to advise you of the status of available funding for the Local Capital Improvement Program (LoCIP). As of July 1, 2016, the amount of bonding authorized for LoCIP is \$825 million, however, as of March 2016 towns have been credited \$860 million in aggregate LoCIP entitlements. This difference dates back to 2004 when the General Assembly passed Public Act 04-1, entitling towns to be credited an additional \$30 million in the LoCIP program for each year of the FY04-05 biennium, without increasing the aggregate bond authorization to fund this entitlement. In addition, the General Assembly decreased the aggregate bond authorization by \$5 million in FY05.

At this time, this situation has reached an inevitable breaking point as the amount of approved LoCIP projects has reached the \$825 million bond authorization, which is all of the funding that is lawfully available to reimburse towns and cities. As a result, in accordance with C.G.S. Sec. 7-536, the Office of Policy and Management (OPM) will not credit towns with an additional entitlement in March 2017. Furthermore, OPM will not be accepting or approving any new project authorization requests beyond those that were approved as of December 22, 2016. Reimbursement requests for projects approved as of December 22, 2016 will be accepted and processed within available resources. Information regarding approved LoCIP projects is available in the December 22, 2016 Project Summary Report.

I apologize for any inconvenience this may cause local governments. Additional information regarding the status of available LoCIP funding will be provided in the coming months. Please contact David LeVasseur if you have any questions at 860 418-6484 or David.LeVasseur@ct.gov.

< \$ 32,569.<sup>00</sup> >

## LoCIP clarification

Many municipalities have had questions related to the December 29, 2016 memo regarding the status of available funding for the Local Capital Improvement Program. We thought it might be helpful if we provided some answers to the most frequently asked questions.

1.) What does this mean for my projects already approved by OPM?

Projects approved by OPM, as of December 22, 2016 are not impacted. Reimbursement Requests for such projects will be accepted by OPM.

2.) How does this impact my town's "Available Entitlement" amount?

The amount that appears in the "Available Entitlement" column on the LoCIP Project Summary Report is frozen until bond authorizations increase. The current available entitlement amount is not being rescinded or reduced, but frozen.

3.) When will OPM begin accepting LoCIP Project Authorization Requests again?

OPM will begin accepting New LoCIP Project Authorization Requests when bond authorizations have been increased to a level sufficient to support the authorization of new projects. Towns will be notified when they can begin submitting their requests.

4.) If I have a project that has already been approved by OPM and I want to close it out and it has an unexpended balance, can I get a project authorization for a new project based on that unexpended amount? Yes. It is important to note, however, the following:

- Once a project has been closed out, no future reimbursements may be sought under that project number.
- The request to close out a project(s) and to request a new Project Authorization MUST be submitted at the same time.
- If you close out a project and only request that a portion of the unused project balance be applied to a new project, the balance of that unused portion will revert to the town's available entitlement account, which balance will be frozen.

To initiate a project close out you must use the prescribed form which can be found by clicking HERE.

5.) If I have a project that is LoCIP eligible, but it wasn't approved by OPM prior to this freeze, will I still be able to seek project authorization and related reimbursements at a later date, once OPM begins approving new projects again? Yes, as long as the project comports with LoCIP guidelines, the amount does not exceed the town's available LoCIP funding, and the level of bond authorized LoCIP funds remains sufficient.

6.) Even though no new projects are being authorized against the frozen available entitlement amounts, can we submit new Project Authorization Requests now so there won't be a delay once OPM starts accepting them again? Do not submit any new Project Authorization Requests related to your town's frozen available entitlement amount until OPM advises you to do so. Any new Project Authorization Requests received subsequent to the December 22, 2016 Project Authorization List will be returned to the town, unless they are requests as outlined in #4 above.

7.) What created this situation?

The difference between the amount of entitlements credited to towns and the amount of bond authorizations dates back to 2004 when the General Assembly passed Public Act 04-1, entitling towns to be credited an additional \$30 million in the LoCIP program for each year of the FY04-05 biennium, without increasing the aggregate bond authorization to fund this entitlement. In addition, the General Assembly decreased the aggregate bond authorization by \$5 million in FY05.





Lenard Engineering, Inc.

Exhibit C.1 - Priority Group 1

Job No.: 16-142

Date: 07/06/17

Client: Town of Cornwall

Prepared By: DNB

Project: Capital Planning for Bridges

Priority Group 1

Timing of Proposed Improvements: 0 to 3 Years

Bridge Number	Feature Carried	Feature Conveyed	General Condition	Nature of Work Required	Maintenance By Town	Improvements By Contractor	Professional Services	Contingency	Total
031019	Flat Rocks Rd.	W. Br. Shepaug Riv.	Poor	Full Replacement		\$ 400,000	\$ 20,000	\$ 42,000	\$ 462,000
N/A	Gravel Pit Dr.	Mill Brook	Poor	Full Replacement		\$ 400,000	\$ 60,000	\$ 46,000	\$ 506,000
05187	Smith Place	Mill Brook	Poor	Replace Superstructure; Minor substructure work; Approach railing		\$ 150,000	\$ 30,000	\$ 18,000	\$ 198,000
031001	River Rd.	Reed Brook	Fair/Good	Treat timbers with preservative; install post caps; anchor gabion walls	\$ 2,500			\$ 250	\$ 2,750
031002	Music Mountain Rd.	Reed Brook	Good	Install waterproof membrane; repave	\$ 10,000			\$ 1,000	\$ 11,000
031009	Popple Swamp Rd.	Stream	Good	Minor substructure work; Repair wingwalls; Install waterproof membrane		\$ 17,000		\$ 1,700	\$ 18,700
031008	Coggswell Rd.	Mill Brook	Fair	Replace ornamental parapets. Moderate repairs to all other concrete surfaces		\$ 50,000	\$ 15,000	\$ 6,500	\$ 71,500
031010	Popple Swamp Rd.	Brook	Good	Minor substructure work; Repair wingwalls; Install waterproof membrane		\$ 17,000		\$ 1,700	\$ 18,700
031011	West Rd.	Bloody Brook	Good	Minor substructure work; Repair wingwalls; Install waterproof membrane		\$ 17,000		\$ 1,700	\$ 18,700
031014	Swifts Bridge Rd.	Gunn Brook	Fair	Treat timbers with preservative; install post caps	\$ 2,500			\$ 250	\$ 2,750
05185	Popple Swamp Rd.	Furnace Brook	Good	Treat timbers with preservative; install post caps	\$ 2,500			\$ 250	\$ 2,750
06844	Lower River Rd	Mill Brook	New	Treat timbers with preservative; install post caps	\$ 2,500			\$ 250	\$ 2,750
05626	Valley Rd.	Birdseye Brook	Good	Repair bridge rails; install approach rails	\$ 5,000			\$ 250	\$ 5,250
Totals:					\$ 25,000	\$ 1,051,000	\$ 125,000	\$ 119,850	\$ 1,320,850



Lenard Engineering, Inc.

Exhibit C.2 - Priority Group 2

Job No.: 16-142

Date: 02/06/17

Client: Town of Cornwall

Prepared By: DNB

Project: Capital Planning for Bridges

Priority Group 2

Timing of Proposed Improvements: 3 to 10 Years

Bridge Number	Feature Carried	Feature Conveyed	General Condition	Nature of Work Required	Maintenance By Town	Improvements By Contractor	Professional Services	Contingency	Total
05189	Ford Hill Rd.	Hollenbeck Riv.	Good	Minor concrete repairs, replace bearings, paint steel superstructure; install waterproof membrane, and new bridge rails, construct approach railing.		\$ 228,000	\$ 68,000	\$ 30,000	\$ 326,000
Totals:					\$	- \$ 228,000	\$ 68,000	\$ 30,000	\$ 326,000

Notes:

1) Bridge 05189 (Ford Hill Road over Hollenbeck River) is in good condition; however it needs work, some of which will be expensive (e.g. painting of the steel stringers). This structure is eligible for preservation funding under the Federal Local Bridge Program. LEI encourages the Town to pursue this program for Bridge 05189.



Lenard Engineering, Inc.

Exhibit C-3 - Priority Group 3

Job No.: 16-142

Date: 02/06/17

Client: Town of Cornwall

Prepared By: DNB

Project: Capital Planning for Bridges

Priority Group 3

Timing of Proposed Improvements: 10 Years +

Bridge Number	Feature Carried	Feature Conveyed	General Condition	Nature of Work Required	Improvements By Town	Improvements By Contractor	Professional Services	Contingency	Total
031004	Town St.	Mill Brook		Full Replacement		\$ 250,000	\$ 75,000	\$ 32,500	\$ 357,500
031006	Rattlesnake Rd.	Mill Brook		Full Replacement		\$ 250,000	\$ 75,000	\$ 32,500	\$ 357,500
031003	Town St.	Reed Brook		Minor structural repairs; improve rails systems, install waterproof membrane; repave		\$ 17,000	\$ -	\$ 1,700	\$ 18,700
031016	Lake Rd.	Hollenbeck Riv.		Full Replacement		\$ 475,000	\$ 140,000	\$ 61,500	\$ 676,500
Totals:					\$ -	\$ 992,000	\$ 290,000	\$ 128,200	\$ 1,410,200

Notes:

- 1) Bridge 031004 (Town Street over Mill Brook) and Bridge 031006 (Rattlesnake Road over Mill Brook) are both 6-foot diameter asphalt-coated corrugated metal pipe culverts. These culverts are apparently stable at this time; however the inverts on this type of pipe commonly corrode, leading to collapse. It is likely that the Town will have to replace both culverts at some point in the not-too-distant future.
- 2) Bridge 031016 (Lake Road over Hollenbeck River) is also a 6-foot diameter asphalt-coated corrugated metal pipe culvert. The culvert metal has not deteriorated to the point of failure yet, but there other problems at play here. The culvert probably suffers from piping (erosion of backfill on the outside of the pipe). The culvert is undersized, which induces periodic overtopping of the roadway, and there is a distinct scour hole on the downstream side which has lead to near failure of the downstream head wall. This culvert is a candidate for full replacement, most likely with a substantially larger culvert or bridge. This structure is eligible for a Connecticut Local Bridge Program Grant, which covers 50% of normal prc \$ 256,400
- 3) The Town should periodically monitor the condition of all bridges.



Lenard Engineering, Inc.

Exhibit C.4 - Priority Group 4

Job No.: 15-142

Date: 02/15/17

Client: Town of Cornwall

Prepared By: DNB

Project: Capital Planning for Bridges

Priority Group 4

No Work Planned in the Next 10 Years

Bridge Number	Feature Carried	Feature Conveyed	General Condition	Nature of Work Required	Maintenance By Town	Improvements By Contractor	Professional Services	Contingency	Total			
05627	River Rd.	Mill Brook	Good	Minor maintenance work that can be completed by Town forces.								
06161	Dibble Hill Rd.	Mill Brook	Good									
031005	Cream Hill Rd.	Mill Brook	Good									
031007	Cream Hill Rd.	Mill Brook	Good									
031012	Great Hollow Rd.	Birdseye Brook	Good									
031013	Valley Road	Valley Brook	New									
Totals:					\$	-	\$	-	\$	-	\$	-

Notes:

- 1) Bridge 05627 - River Road over Mill Brook in West Cornwall is in relatively good condition but is considered functionally obsolete due to deficient road width, bridge railing, and approach railing. Also, this bridge may be subject to scour degradation, which could eventually adversely impact abutment stability. This bridge is eligible for Federal funding. The Town may wish to consider taking advantage of the 80% Federal funding to replace this structure with a fully compliant and scour resistant one.
- 2) The Town should periodically monitor the condition of all bridges, including those that are in good condition.