

MINUTES OF THE REGULAR MEETING OF THE  
CORNWALL BOARD OF SELECTMEN

Tuesday, December 3, 2019 - 7:30 p.m. - Town Hall

PRESENT: First Selectman Gordon Ridgway, Selectman Priscilla Pavel, Selectwoman Kotchoubey, one citizen

First Selectman Ridgway called the meeting to order at 7:35 p.m.

MINUTES: Selectman Pavel made the motion to approve the minutes of November 19, 2019 as presented. Selectwoman Kotchoubey seconded. Motion passed unanimously.

ADDITIONS TO THE AGENDA: There were none.

COMMUNICATIONS: Selectman Pavel communicated to the Board she had received concerns about the drains being covered in Railroad Square from plowing. The Board discussed this and the complications of plowing tight areas and where to put the snow. First Selectman Ridgway will inform the highway foreman.

First Selectman Ridgway updated the Board on the recent heavy snow storms during which the ambulance was called out, thanking those who responded with their plow trucks to assist the ambulance in getting up a driveway and getting to the hospital.

PUBLIC COMMENT: There was none.

BUDGET AND CAPITAL PROJECT REVIEWS: The Board reviewed two budget reports received from the Finance Director: Class Quick Report through November 28, 2019 and FY '20 Budget through November 28, 2019. The Board discussed capital projects to close and what is on-going, budget numbers to date, upcoming large budget items and to help familiarized themselves on the budget.

GOALS FOR NEW TERM: First Selectman Ridgway inquired of the Board what their thoughts are for goals for the Board. The Board discussed what might be goals for the new term, what the Board's tasks are and what projects are underway, what regional projects are out there and what is important for the town.

APPOINTMENTS: The Board reviewed and discussed vacancies and candidates on various town boards and commissions and what the process is for filling vacancies.

JOB DESCRIPTIONS/INTERVIEWS: The Board reviewed drafts of job application and job descriptions for the highway maintainer vacancy and the administrative assistant up-coming vacancy. First Selectman Ridgway made the motion to adopt the new job application for employment. Selectman Pavel seconded. Motion passed unanimously.

First Selectman Ridgway made the motion to accept the Job Posting, Qualifications and Competencies and Highway Maintainer Job Description for the Department of Public Works. Selectman Pavel seconded. Motion passed unanimously. The Board discussed process and possible dates for interviews.

First Selectman Ridgway made the motion to accept the Job Description for Administrative Assistant with Selectwoman Kotchoubey's additions. Selectman Pavel seconded. Motion passed unanimously.

**PUBLIC COMMENT:** Citizen present informed the Board that detour signs are still up from the bridge project and inquired if fiberoptic for the town is being worked on. First Selectman Ridgway gave an update.

**TAX REFUNDS:** Tax refund requests were presented to the Board. First Selectman Ridgway made the motion to add Tax Refunds to the agenda. Selectman Pavel seconded. Motion passed unanimously. The Board reviewed two tax refund requests. First Selectman Ridgway made the motion to grant \$44.04 to VW Credit Leasing Ltd for overpayment of motor vehicle taxes due to the end of a lease and \$12.73 to the estate of John M. Lelak Jr. for overpayment of motor vehicle taxes due to the sale of the vehicle. Selectwoman Kotchoubey seconded. Motion passed unanimously.

**BILLS** were paid in the usual manner.

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Joyce Hart, Administrative Assistant