

# BOARD OF FINANCE

Minutes of the Special Meeting held on August 5th 2021  
Held via ZOOM - meeting ID 858 9905 9562

Regular Members  
Y Joe Pryor (CHM)  
Y Lisa Lansing  
Y David Hubbard  
Y Zejke Hermann  
N Janet Carlson  
Y John LaPorta

Others  
Y First Selectman Ridgway  
Y Barbara Herbst, BoF Clerk  
Y Richard Bramley, Treasurer  
Y Priscilla Pavel, Selectman

Alternate members  
Y John Brown  
N Simon Hewett

Call to Order  
# 1 - Budget Transfers

7:01 p.m.

FY '21 budget transfers numbered one through eight were emailed to all members prior to the meeting and are appended to these minutes

**Motion**

Lisa Lansing Made a motion to approve all budget transfers as presented.

David Hubbard Seconded the motion.

Discussion

Finance Director, Barbara Herbst, reviewed each budget transfer and concurrently answered questions related to the transfers.

**Motion passed unanimously**

# 2 - Reports

**Board of Selectmen**

First Selectman Ridgway reported on the following items.

- a) Status of the potential Federal funding grant for WC Wastewater project.
- b) Redesign of Transfer Station office
- c) Revaluation completion and notices to go out soon.
- d) COVID-19, infections are starting to increase.
- e) ARPA funding and a Chronicle insert.

**Finance Director**

Barbara Herbst provided and reviewed two documents, both are appended to these minutes.

- a) Finance Director's report.
- b) Building Inspection revenue and permits issued compilation.

**CEDC Chairman, Janet Carlson**

Janet Carlson was not at the meeting, no report was provided.

# 3 - Public Comment

None, it was noted that the 8/19/21 BoF meeting will be canceled.

# 4 - Adjournment

**John LaPorta** Made a motion to adjourn the meeting.

**David Hubbard** Seconded

**Motion passed unanimously**

7:34 PM

Town of Cornwall  
Budget Transfer Authorization

Date: 8.5.21

Department into: Finance

Line name and number: Town Audit # 53550

Costs to date in this line \$21,360.00

Budgeted for this line: \$16,500.00

Amount of Transfer requested: \$4,800.00

Previous transfers to this line: \$0.00

Reason for transfer: Timing of Fixed Asset software renewal resulted in two renewals in FY '21 \$480 each. Additional Auditor work which was COVID related, (21 hrs) \$3,150 as well as \$750 for prep of revised EFS report due to Region One.

Departments from: Land Use

Transfer from: Consulting # 54316

Reason lines have available balances: \$6,800 was budgeted, none was expended.

**Town of Cornwall**  
**Budget Transfers**  
Fiscal year 2020 - 2021

this transfer uses \$26,621 of the  
\$30,000 contingency, leaving  
\$3,379

**Budget Transfers #2, 3, 4, 5, 6, 7 and 8 are all being covered by the \$30,000 budgeted for Contingency.**

Organizational Support				<u>GL# 70270:</u>
70270 · NW COG and COST	949	# 2		Budgeted for 1,120
10000 · Contingency	-949			underbudgeted in error
	Variance	0		
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Organizational Support				<u>GL# 71480:</u> Budgeted for
71480 · Town Celebrations	204	# 3		\$500 ~ VFW reimbursement
10000 · Contingency	-204			for \$523.2 for Memorial Day
	Variance	0		supplies and \$180 to Skip
				Lush for M/D wreaths
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Organizational Support				<u>GL# 70585:</u>
70585 · Tax Refunds	663	# 4		Budgeted for \$500
10000 · Contingency	-663			FY costs were \$1,162
	Variance	0		
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Public Health				<u>GL# 67703:</u>
67703 · Senior Van	1,000			Budgeted for \$6,000
67716 · V.N.A	815	# 5		FY costs were \$7,000
10000 · Contingency	-1,815			<u>GL# 67716:</u>
	Variance	0		Budgeted for \$4,500
				FY costs were \$5,312
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Sanitation and Recycling				
Entire department	19,460	# 6		Budgeted for \$170,688
10000 · Contingency	-19,460			FY costs were \$190,148
	Variance	0		
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Tax Collection				<u>GL# 52716:</u>
52716 · Contracted services	920	# 7		Budgeted for \$2,670
10000 · Contingency	-920			FY costs were \$6,280
	Variance	0		
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Town Office Administration				<u>GL# 57116:</u>
57116 · Contracted services	2,610	# 8		Budgeted for \$9,500
10000 · Contingency	-2,610			FY costs were \$17,377
	Variance	0		
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# Finance Director's Report

8/5/2021

	FY '21		FY '20	
A/P Checks Issued	1,185	\$ 4,687,129	1,511	\$ 5,031,196
BoS Payroll	705	\$ 794,866	677	\$ 756,030
BoE Payroll	957	\$ 1,513,246	998	\$ 1,438,399
Deposits	99	\$ 7,646,871	100	\$ 7,126,623
<b>Net Totals</b>	<b>2,946</b>	<b>\$ 651,630</b>	<b>3,286</b>	<b>\$ (99,002)</b>

**\$ 491,836 Preliminary Surplus FY '21**

FY 2020 -2021			
	Actual	Budget	% of Budget
<b>Income</b>	<b>\$ 7,261,146</b>	<b>\$ 6,993,103</b>	<b>103.8%</b>
<b>A · Selectmen's Office</b>	\$ 109,610	\$ 111,194	98.6%
<b>B · Assessor and BoA</b>	\$ 39,578	\$ 49,631	79.7%
<b>C · Finance</b>	\$ 72,093	\$ 67,296	107.1%
<b>D · Hammond Beach</b>	\$ 33,589	\$ 39,814	84.4%
<b>E · Highway</b>	\$ 509,349	\$ 527,863	96.5%
<b>F · Insurance / Benefits</b>	\$ 326,338	\$ 342,267	95.3%
<b>G · Land Use</b>	\$ 30,064	\$ 38,038	79.0%
<b>H · Organizational Support</b>	\$ 153,736	\$ 155,167	99.1%
<b>I · Park &amp; Recreation</b>	\$ 38,717	\$ 53,452	72.4%
<b>J · Payroll Taxes</b>	\$ 56,038	\$ 57,567	97.3%
<b>K · Probate Court</b>	\$ 2,944	\$ 2,944	100.0%
<b>L · Public Health &amp; Welfare</b>	\$ 63,763	\$ 63,062	101.1%
<b>M · Public Safety</b>	\$ 123,169	\$ 186,379	66.1%
<b>N · Registrars of Voters</b>	\$ 9,884	\$ 10,592	93.3%
<b>O · Transfer Station</b>	\$ 190,147	\$ 170,688	111.4%
<b>P · Tax Collector</b>	\$ 38,192	\$ 37,275	102.5%
<b>Q · Town Clerk</b>	\$ 67,939	\$ 71,299	95.3%
<b>R · Town Office Administration</b>	\$ 56,105	\$ 53,500	104.9%
<b>R · Transfers / Capital / Debt Service</b>	\$ 1,052,852	\$ 1,082,852	97.2%
<b>S · Board of Education</b>	\$ 3,795,203	\$ 3,872,223	98.0%
<b>Total Expense</b>	<b>\$ 6,769,311</b>	<b>\$ 6,993,103</b>	<b>96.8%</b>

8	Budget Transfers needed	
7	Budget Transfers were covered by Contingency for a total of	\$26,621
	contingency balance	\$3,379

## Building Inspection FY '21

	Building Permits Fees	Waived Permit Fees	90% to Bldg Inspector	Town Portion	Construction Permit Value	# of permits
July	5,851		5,266	585	693,300	19
August	3,448		3,103	345	426,640	22
September	12,521		11,269	1,252	1,669,990	44
October	6,803		6,123	680	878,920	39
November	2,361		2,125	236	276,060	21
December	4,381	74	4,010	372	530,150	31
January	3,063		2,757	306	355,385	29
February	7,646		6,881	765	1,043,237	20
March	4,858		4,372	486	573,245	41
April	14,079		12,671	1,408	1,898,400	28
May	5,436		4,892	544	693,980	29
June	1,998		1,798	200	227,100	21
Totals	72,445	74	65,267	7,178	9,266,407	344
Change over Prior Year					-22.76%	32.31%