

BOARD OF FINANCE

Minutes of the Special Meeting held on November 18th 2021
Held via ZOOM - meeting ID 889 1732 8784

- | | | | |
|---|------------------------|---|----------------------------|
| | <u>Regular Members</u> | | <u>Others</u> |
| Y | Joe Pryor (CHM) | Y | First Selectman Ridgway |
| Y | Lisa Lansing | Y | Barbara Herbst, BoF Clerk |
| Y | David Hubbard | Y | Richard Bramley, Treasurer |
| Y | Zejke Hermann | Y | John LaPorta |
| Y | Simon Hewett | | |
| | | | <u>Alternate members</u> |
| | | Y | John Brown |
| | | Y | Rocco Botto |

Call to Order
1 - Additions

7:01 p.m.
Filling of Vacancy
Election of Officers
APRA Resolution

Vacancy

Chairman Pryor opened the meeting by extending gratitude to both John LaPorta Janet Carlson for their service on the Board of Finance. A brief overview of the Vacancy that is now on the BoF due to the election of Janet Carlson to Selectwoman was reviewed. Janet has formally resigned from the Board and has submitted her resignation to the Town Clerk as required. Per state statute, 7-343 "the remaining members of the board shall, at a special meeting, called by the chairman for that purpose, by a majority vote, appoint a successor, who shall serve until the next town election and until his successor is elected and has qualified."

Brief discussion ensued and it was the consensus of the remaining members to request letters of interest from anyone that would like to be appointed to replace Janet Carlson.

Election of Officers

Motion **David Hubbard** Made a motion to appoint Joseph Pryor as Chairman.
Lisa Lansing Seconded the motion.
Motion passed unanimously

Motion **David Hubbard** Made a motion to appoint Lisa Lansing as Vice Chairman.
Zejke Hermann Seconded the motion.
Motion passed unanimously

ARPA Resolution

Pursuant to a discussion at the October 21, 2021 BoF meeting, David Hubbard crafted an acknowledging resolution for the Board of Finance to consider in regards to the handling of the ARPA funding that the Town of Cornwall has been awarded. The full resolution is appended to these minutes.

David Hubbard read the resolution to the board and brief discussion ensued.

Motion **Lisa Lansing** Made a motion to adopt the resolution as written.
John Brown Seconded the motion.

Motion passed unanimously

Minutes for the BoF meeting of 10/21/21 were emailed to all members prior to the meeting. Copies of the minutes were also available at the meeting.

2 - Minutes

Motion **David Hubbard** Made a motion to approve all meeting minutes as presented.
Zejke Hermann Seconded the motion.
Motion passed unanimously

BOARD OF FINANCE

3 - 2022 Meeting Schedules

Motion

Two meeting schedules (*Regular* meetings and *Budget* meetings) were provided to the members when the agenda was sent to the members. Both schedules are appended to these minutes

Lisa Lansing Made a motion to approve both schedules.

David Hubbard Seconded the motion.

Board of Selectmen

4 - Reports

First Selectman Ridgway reported on the following items, discussions of these matters was contemporaneous.

- a) First meeting of the "new" Board of Selectmen was held this week. Topics of discussion included Affordable Housing, Transfer Station and Social Services. Setting goals will be taken up at the next BoS meeting.
- b) Food Pantry usage.
- c) Status of the West Cornwall Wastewater project.
- d) A Regional committee including 8 towns to address fiber optic issues.
- e) Legal costs exceeding budgeted amounts due to the Zinsser law suit.
- f) Annual Town Meeting to be held on 11/19/21.
- g) Annual meeting with BoE administration to kick off the budget season.
- h) Covid in Cornwall.
- i) CCS enrollment and the current 8th grade class being "large" with 19 students.

Finance Director

Barbara Herbst reported that the Annual Town Reports are available and have been placed in the Post offices and some of the retail establishments for citizens to take.

CEDC

It was noted that Janet Carlson was the liaison and had provided the reports at previous meetings. It was the consensus of the members to remove CEDC from automatic entry on future agendas.

5 - Public Comment

John LaPorta shared that he has enjoyed his tenure on the Board of Finance and thanked the members for their service as well.

Lisa Lansing Made a motion to adjourn the meeting.

David Hubbard Seconded

6 - Adjournment

Motion passed unanimously

7:44 PM

Barbara E. Herbst, Board Clerk

WHEREAS, the Town of Cornwall is a recipient of funds pursuant to the American Rescue Plan Act of 2021 (“ARPA” or “the ACT”), which its Board of Selectmen is granted authority to disburse in accordance with criteria set forth in the Act; and

WHEREAS, the Board of Selectmen has determined to delegate authority for disbursing ARPA funds to a committee established to solicit and consider applications, and determine suitable award recipients; and

WHEREAS, the Board of Selectmen has consulted the Board of Finance, and advised the Board of Finance of its intention to administer the ARPA funds by the aforesaid means; and

WHEREAS, the Board of Finance, believing it to be relevant to its role in Town matters to consider the decisions taken thus far (while acknowledging the limits of its oversight authority); and wanting to confer its support where warranted; it is hereby

RESOLVED, that the Board of Finance (1) acknowledges the advice of the Board of Selectmen regarding procedures for disbursing the Town’s ARPA funds, (2) supports the decision to delegate disbursement authority to the Committee, and (3) supports the Committee and acknowledges its authority to determine suitable award recipients.

TOWN OF CORNWALL

Board of Finance

Schedule for Regular Meetings Calendar year 2022

All meetings will be held at 7:00 p.m. via ZOOM until such time as the Town administration determines that in-person meetings may resume. At that time, the BoF will have the option of ZOOM meetings or in-person meetings as determined by a consensus of Board members.

Date	Time
Thursday, January 20, 2022	7:00 p.m.
Thursday, February 17, 2022	7:00 p.m.
Thursday, March 17, 2022	7:00 p.m.
* Wednesday, April 14, 2021	7:00 p.m.
* Thursday, May 12, 2022	7:00 p.m.
Thursday, June 16, 2022	7:00 p.m.
Thursday, July 21, 2022	7:00 p.m.
Thursday, August 18, 2022	7:00 p.m.
Thursday, September 15, 2022	7:00 p.m.
Thursday, October 20, 2022	7:00 p.m.
Thursday, November 17, 2022	7:00 p.m.
Thursday, December 15, 2022	7:00 p.m.

Approved:

11/18/2021

* one week earlier to accommodate Hearing and Town Meeting

TOWN OF CORNWALL
Board of Finance

Schedule for Budget Meetings
Winter-Spring 2022

All meetings will be held at 7:00 p.m. via ZOOM until such time as the Town administration determines that in-person meetings may resume. At that time, the BoF will have the option of ZOOM meetings or in-person meetings as determined by a consensus of Board members.

EXCEPT the public hearing on
EXCEPT the Town meeting on

Friday, April 22, 2022
Friday, May 20, 2022

February

10th Thursday **Special** BoF Meeting. Region One Business Manager to present information.
17th Thursday Regular BoF meeting - BoS presents FY 2021-2022 proposed budget

March

3rd Thursday BoE budget distributed via mail
10th Thursday **Special Meeting** - BoE presents proposed budget to BoF
17th Thursday Regular BoF Meeting - Budget workshop

April

7th Thursday BoF **Special** Meeting, if necessary
14th Thursday Regular BoF Meeting
22nd Friday Public Hearing on the FY 2022-2023 Budget to be held at **CCS @ 7:30 p.m.**

May

5th Thursday **Special** BoF Meeting, approval FY 2020-2021 budget
20th Friday Town Meeting to be held at **CCS at 7:30 p.m.**
Special BoF Meeting to follow to set mil rate
for FY 2022-2023

Approved:

11/18/2021