

# BOARD OF SELECTMEN

Minutes of the Regular Meeting held on August 2nd, 2022

	<u>Selectmen</u>	<u>Others</u>
Present	Y Gordon M. Ridgway (First Selectman) Y Priscilla Pavel Y Janet Sanders	Barbara Herbst - Clerk Pro-tempore citizens local press

Call to Order

7:30 p.m.

Minutes

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

**Motion**

**Priscilla Pavel** Made a motion to approve the minutes as presented  
**Janet Sanders** Seconded the motion.

**Motion passed unanimously**

Communications

Mention was made that on August 12th, P/R will be sponsoring a program called Jazz on the Green and that the state primary elections will be held on August 9th.

Additions to the Agenda

First Selectman Ridgway requested that the following items be added to the agenda

- a) Tax Refund
- b) Building Inspector, Paul Prindle, contract

**Motion**

**Janet Sanders** Made a motion to add the two items to the agenda  
**Priscilla Pavel** Seconded the motion.

**Motion passed unanimously**

#1 WC Wastewater

First Selectman Ridgway reported the following items in relation to the Wastewater Management

- a) The Funding resolution as voted on at the referendum held on July 9th was approved.
- b) The town has been receiving communications from HUD regarding the next steps in the Community Project Funding Grant process.
- c) HUD is requiring submission of an environmental review, WMC Engineering is currently working on that.

**Motion**

**Priscilla Pavel** Made a motion to appoint G Ridgway as the authorized representative for interaction regarding the Community Project Funding / HUD grant.  
**Janet Sanders** Seconded the motion.

**Motion passed unanimously**

**Motion**

**Gordon Ridgway** Made a motion to appoint the following citizens to the WMPWCV Construction Committee

- 1) Todd Piker
- 2) Ian Ingersoll
- 3) David Dolinsky
- 4) Richard Griggs
- 5) Bill Hurlburt
- 6) Eric Tietz
- 7) Priscilla Pavel
- 8) Stephen McDonell, principal at WMC Engineers

**Priscilla Pavel** Seconded the motion.

Discussion

Discussion ensued and covered the following items.

- Did these citizens already agree to serve on this committee? - Yes
- Who will be the Chairperson - they will elect a chairperson at their first meeting
- What will their charge be? - that will be the next motion.
- Can the current engineering firm be used or does it need to go out to bid?
- HUD representative confirmed that continuing with the current engineering firm is acceptable if
- How is WMC Engineering currently being compensated? - On a time and material basis.
- Will the committee have a "say" in who the engineering firm will be? - Yes, the committee will make a recommendation and the BoS will have the final approval.

**Motion passed unanimously**

Motion

**Gordon Ridgway** Made a motion to charge the WMPWCV Construction Committee with assisting the Board of Selectmen in executing the project. All final decisions

**Priscilla Pavel** Seconded the motion.

Motion passed unanimously

## #2 Pickle Ball

First Selectman Ridgway reported on the following items regarding Pickle Ball

- a) Park and Recreation has submitted a request to increase the basketball court at Foote Field by 20' +/- to facilitate the creation of a Pickle Ball court.
- b) Water's Construction is already in Cornwall working on the annual paving projects and has provided a quote of \$4,000 +/- to pave the area in discussion.

Motion

**Gordon Ridgway** Made a motion to grant the request of P/R and modify the basketball court at Foote Field to accommodate Pickle Ball games.

**Priscilla Pavel** Seconded the motion.

## Discussion

Discussion ensued and covered the following items.

How will the reservations be handled? - Currently there is an online reservation system in use for the tennis courts, Pickle Ball will be added to the menu.

What equipment will be provided? - Certainly removable nets will be provided paddles may be provided if funding to purchase them is available.

Who will set up the court? - It will be the responsibility of the participants to set up and subsequently remove the nets for their scheduled game time.

How will the paving be paid for? - There is currently enough funding in the DPW paving budget to cover this expense.

Motion passed unanimously

## #3 TAHD

TAHD Field Sanitarian.

Cathy Webber, the current Field Sanitarian for Cornwall, visited the town offices this week and brought Jessica Cranney to introduce her. Jessica will be covering Cornwall and providing services going forward. Cathy Webber is not retiring however, her current workload required a bit of reassignment to facilitate continuity in levels of coverage and services.

## #4 I/W Alternate

First Selectman Ridgway reported that Robert Nether has contacted the Selectmen's office and would like to be appointed as an alternate on the Inland Wetlands Commission.

Motion

**Gordon Ridgway** Made a motion to appoint Robert Nethery to the Inland Wetlands Commission as an alternate.

**Priscilla Pavel** Seconded the motion.

## Discussion

Discussion ensued and covered the following items.

- a) Robert is currently participating in the free Municipal Inland Wetlands Agency Comprehensive Training Program that is provided by DEEP.

Motion passed unanimously

## #5 Housing Committee

The Housing Committee is currently working on a few different initiatives.

- a) Creation of a Community Housing Fund which would be allowed by ordinance and is encouraged by the Town Plan. Currently the draft ordinance is being reviewed by Town Counsel and passage of the ordinance will require a Town Meeting sometime in the fall.
- b) A grant in the amount of \$4,000 has been received. This grant is to be used to help implement strategies to increase affordable and attainable housing options in Cornwall
- c) The Cornwall Housing Corp has submitted a request to the ARPA committee for \$100,000 in funding to facilitate site development and engineering on current parcels in their program. This funding will help create up to four possible housing sites.
- d) P/Z has a subcommittee working on accessory apartments and is recommending that Cornwall Opt-out of the state process which will require approval from both P/Z and the Board of Selectmen.
- e) The Housing Committee has created a volunteer position titled **CORNWALL HOUSING COORDINATOR** and have submitted a job description. Said job description was provided to the Board and is appended to these minutes.
- f) Jessica Brackman, a member of the Housing Committee, has volunteered for this post.

Motion

**Gordon Ridgway** Made a motion to appoint Jessica Brackman as the Cornwall Housing Coordinator pursuant to the submitted job description.

**Priscilla Pavel** Seconded the motion.

Discussion

Discussion ensued and covered the following items.

- a) Is Jessica a resident of Cornwall? - Yes
- b) What skill set(s) will Jessica bring to this position?  
Jessica holds a degree in Social Work, currently serves on the Board of Finance as an alternate and is involved in many other community activities.
- c) Can Jessica be available at the next Board of Selectmen's meeting? - Yes

**Motion passed unanimously**

#6 Town Green Electric

The process of installing electricity on the Town Green in Cornwall Village has started. The Cornwall Village Society will split the cost and the estimated cost share will be \$2,000 +/- . It is expected that the electricity will be operable by August 12th. This upgrade will encourage town events on the green.

Motion

**Gordon Ridgway** Made a motion to fund this expenditure from the Town Endowment.

**Priscilla Pavel** Seconded the motion.

Discussion

Discussion included the following topics;

- a) Will permission be necessary to access the electricity? - Yes
- b) Will the account have it's own meter? - Yes
- c) Will users be charged for the electricity? - No, the cost is expected to be small.

**Motion passed unanimously**

First Selectman Ridgway thanked Cornwall DPW for their contribution to this installation.

# 7 CT Food Share

First Selectman Ridgway reported that Cornwall has been approved to participate in the CT Food Share Program. There is a potential of thousands of dollars in savings and Cornwall will be the smallest pantry in the program. Thank you to Heather Dinneen.

Bldg. Insp Contract

The current contract with the Building Inspector expired on 6.30.22. Paul has indicated that he will most likely retire in February of 2023 and has been working on finding a successor. Paul would like to make any transition as smooth as possible and is open to continuing on a month-to-month bases until a successor is chosen. Working on a month-to-month bases will allow some overlap and training.

Motion

**Gordon Ridgway** Made a motion to retain Paul Prindle as the building inspector on a month-to-

**Priscilla Pavel** Seconded the motion.

**Motion passed unanimously**

Tax Refund

One tax refund request was submitted and is appended to these minutes.

Motion

**Gordon Ridgway** Made a motion to approve the tax refund as presented.

**Priscilla Pavel** Seconded the motion.

**Motion passed unanimously**

# 8 - Public Comment

Michelle Shipp had the following comments.

- a) 8/10/22 The Cornwall Association is presenting a zoom lecture on Bear Education
- b) 8/12/22 - 2nd installment of "Music on the Green" from 6 to 8
- c) 8/13/22 Motherhouse is bringing back Contradancing, on the Green from 6-8
- d) Absolutely in favor of providing ARPA funding to the Cornwall Housing Corp

Richard Griggs had the following comment.

Please remove the reeds from the fencing at the Transfer Station. The reeds make it difficult to see when it is your turn to enter the Transfer Station.

It was noted that the new fencing installation will resolve that issue.

Adjournment

Motion

**Gordon Ridgway** Made a motion to adjourn the meeting.

**Priscilla Pavel** Seconded the motion

**Motion passed unanimously**

8:17 PM

Barbara E. Herbst, Clerk pro tempore

Submitted:  
Note:

Minutes remain "Draft" until approved at the next regular Selectmen's meeting. See future minutes for any corrections.

## **CORNWALL HOUSING COORDINATOR**

### **Draft job description**

#### **POSITION OVERVIEW**

As proposed in Cornwall's Affordable Housing Plan, the Housing Coordinator will partner with the Social Services Director to support members of the Cornwall community seeking to obtain, maintain or provide affordable housing.

#### **AREAS OF FOCUS**

##### **Assess current and ongoing housing needs**

Conduct outreach and track data to determine housing needs within the community.

##### **Identify resources for financial assistance**

Compile a database of available funding sources and grant opportunities to help members of the community secure assistance in order to obtain housing or remain in their current homes.

##### **Provide financial coaching**

Offer assistance in establishing financial goals, creating and maintaining budgets, improving credit, etc.

##### **Determine current and ongoing availability of affordable housing**

Compile a list of existing affordable housing in Cornwall and conduct outreach to identify potential new units.

##### **Assist potential providers of affordable housing**

Support those in the community seeking to donate land, rent property, or create accessory dwelling units (ADU's).

##### **Establish a Neighbor Support program**

Develop a roster of members of the community able and willing to provide construction or other services to support renters of affordable housing or homeowners seeking to provide affordable rental accommodations.

##### **Coordinate efforts with related organizations and committees**

Collaborate and serve as a liaison with other affordable housing related entities, including the Cornwall Housing Corporation, town committees, regional agencies, local banks, etc.

Submitted by Jessica Brackman, 7/11/22

OFFICE OF TAX COLLECTOR

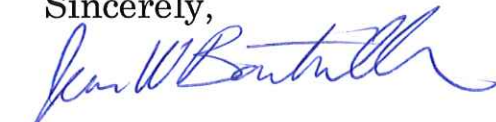
August 1, 2022

To the Board of Selectman:

Please add \$284.17 to the item of REFUND TO TAXPAYERS.

This request is from ACAR Leasing Ltd for overpayment of Motor Vehicle Taxes on a leased vehicle.

Sincerely,



Jean D. Bouteiller, CCMC  
Tax Collector

Enclosure 1

**REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES**

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended  
 This is to certify that ACAR LEASING LTD

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2021

- Sec. 12-81 (20) Servicemen Having Disability Rating.
- Sec. 12-124 Abatement to poor.
- Sec. 12-125 Abatement of Taxes of Corporations.
- Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- Sec. 12-127 Abatement or Refund to Blind Persons.
- Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- Sec. 12-129 Refund of Excess Payments.

**ACAR LEASING LTD**  
**4001 EMBARCADERO DR**  
**ARLINGTON, TX 76014-4106**

**2021-03-0300004**  
**300004**  
**/1GNSKAKC4KR147234**



\*2021030300004\*

To **JEAN D. BOUTEILLER** Collector of **TOWN OF CORNWALL** State of Connecticut.

I hereby apply for refund\* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.  
 (State reason -- Cross out service exemption if it does not apply)

*****							
		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2022	203.27	0.00	0.00	0.00	203.27	
Total Paid	07/13/2022	487.44	0.00	0.00	0.00	487.44	-284.17 ***
<b>Adjusted Refund</b>		<b>-284.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>284.17</b>	

**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

\_\_\_\_\_  
 Print Name

N/A  
 Signature of Taxpayer

\_\_\_\_\_  
 Date

**COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY**

To the First Selectman, or \_\_\_\_\_  
 It is recommended that refund\* of property taxes and interest in the amount of **284.17**  
 be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF CORNWALL, CONNECTICUT THIS 27 DAY OF July 2022

Jean D. Bouteiller  
 JEAN D. BOUTEILLER

**ACTION TAKEN BY GOVERNING BODY**

The First Selectman, as authorized by the Board of Selectman, or \_\_\_\_\_  
 approved on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. It was voted to refund  
 Property Taxes and Interest amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
 First Selectman

\_\_\_\_\_  
 Other Governing Body

Mail To : JEAN D. BOUTEILLER  
 TOWN OF CORNWALL  
 PO BOX 97  
 CORNWALL, CT 06753