

BOARD OF SELECTMEN

Minutes of the Regular Meeting held on Tuesday, September 6, 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 some members of Cornwall Conservation Trust |

Call to Order

7:30 p.m.

Minutes

Minutes for the August 16th meeting were provided to all members via email as well as available at the meeting.

Motion

Gordon Ridgway Made a motion to approve the minutes as submitted.

Priscilla Pavel Seconded the motion.

Motion passed unanimously

None

Communications

Additions to the Agenda

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

- a) Lime Rock Epic Bike Tour

Motion

Gordon Ridgway Made a motion to add tax refunds to the agenda

Priscilla Pavel Seconded the motion.

Motion passed unanimously

#1 Food and Fuel

Social Service Director, Heather Dinneen, reported on the following topics as related to the Cornwall Food and Fuel Fund and the Social Services Department activity.

- a) The Food and Fuel Fund is in need of Donations, contributions and down, demand is up.
- b) State fuel assistance programs suspend during the summer and there is a new per household cap of \$600. Many households need fuel for cooking as well as heating so when the program is in recess during the summer, those households are experiencing additional hardship.
- c) The ARPA committee did approve a grant of \$25,000 and that will be very helpful.
- d) Access to the CT Food Bank program is activated, deliveries will begin in 2 weeks. The minimum order is 500 lbs. and the delivery day for Cornwall will be Thursday.
- e) CCS is starting a lunch program and that may help to mitigate some of the weekday needs of children.
- f) The local farms and families that grow vegetables have been very generous
- g) Purchase of an additional freezer will be helpful.

2 FY '22 Budget

Finance Director, Barbara Herbst reported on the FY '22 budget and projected surplus.

A summary document that was provided is appended to these minutes.

A verbal report included the following information.

- a) Preliminary surplus: **\$222,077**
- b) Amount of \$288,110 from the undesignated fund used: **None**
- c) Revenue exceeded budgeted amounts by \$150,846
- d) Expenses were \$26,231 less than budgeted
- e) ARPA funds in the amount of \$45,000 were transferred in to be used in the FY '23 budget for Civil Prep / service honorariums.
- f) Surplus is principally related to positive collections from the following;
 - Town Clerk collections \$33,975 over budgeted amount
 - Taxes, Delinquent Taxes and Interest collectively exceeded budgeted amounts by \$228,292
 - FEMA reimbursements from Storm Isaias \$65,191
 - Transfer in from ARPA in the amount of \$45,000

Work on the Annual Town Report is underway

- a) Town Meeting, October date
The Annual Town Meeting is normally held the last Friday in October, which this year will be the 28th. The 5 Year Capital Plan and the Annual Town Report will be on the warning.

3 ARPA Committee

First Selectman Ridgway reported the following in relation to the ARPA Committee;

- a) At their first meeting of FY '23, the ARPA committee approved the 25K transfer to the Food and Fuel fund.
- b) A grant request from the Cornwall Housing Corp seeking \$100,000 was received and discussed. No action was taken, the balance of the ARPA funds have not been received yet.

4 Housing Plan

The Housing Plan Implementation Committee is coordinating a Public Housing Forum with the tentative date of October 19th. The date and time and will be publicized in the Chronicle. The Forum will provide an update of the Committee's activity from the summer, introduce the new Coordinator, Jessica Brackman, and provide the opportunity for public comment and feedback on the following presentations;

- a) the current state of available housing in Cornwall
- b) housing affordability in Cornwall and surrounding towns
- c) Cornwall Housing Corporation fundraising
- d) Planning and Zoning Commission and their work on regulations for Accessory dwelling units

5 Pickle Ball

Michelle Shipp was on hand to provide a status update on the Pickle Ball court.

The opening of the court is expected for early or mid October. The court will be painted to delineate Users will need to provide their own racquets or paddles and use is restricted to one hour blocks

6 AA Position

Posting Board of Selectmen Administrative Assistant position

In addition to the Board of Selectmen Administrative Assistant position, the Town Clerk will also be posting an assistant position.

Before posting these open positions, the Cornwall Personnel Policies will be reviewed and updated to address new employment laws and any new employer requirements as well as to make sure the policies provide for the proper administration of the affairs of the Town of Cornwall and to provide a reference for employees about what is expected of the employee and what the employee can expect from the Town of Cornwall as an employer.

7 Ag Fair

Cornwall Agricultural Fair will be September 10th, celebrating their 30th year.

Park and Recreation will be hosting the first "Movie Night" on the green directly following the fair the movie will be Charlotte's Web and Wilbur the pig will be making a visit.

8 WC Wastewater

Discussion w/ WMC engineering has been ongoing regarding a contract to start work on the next phase of the project. A draft is expected to be available in the next couple of weeks and will be sent to Town Counsel for review.

9 Traffic Calming

Selectwoman, Janet Carlson, reported that there is some new signage in WC regarding parking and that seems to have had an immediate positive impact.

The TRIPS grant program has not be launched yet. Detailed parameters of the grant program are expected to be received sometime in September.

9 (a) Epic Bike

The inaugural Lime Rock Epic Bike Tour will be held Friday, Oct 7, 2022 at 5:00

Riders will be offered three distances: The Epic (68 miles), the Explorer (44 miles) and the Express the Express (18 miles). Over 100 participants are expected, three mobile medic units will be on hand and flaggers will be on roadways as Columbus Day weekend in the NW Corner normally brings leaf peepers and other tourist activity.

10 Tax Refunds

Four tax refund requests were submitted by the Tax Collector. The cover letter submitted is appended to these minutes.

Motion

Gordon Ridgway Made a motion to approve the four tax refunds as presented.

Janet Carlson Seconded the motion.

Motion passed unanimously**# 11 e-mails**

All Town offices have been issued new email addresses. This action was undertaken to facilitate multi factor authentication as required to qualify for Cyber Security Insurance.

The new emails now have the extension of **@Cornwallct.gov**

The old email addresses have been linked so all email will be received and eventually, the old email addresses will be discontinued. The website has been updated with all the new addresses.

12 - Public Comment

- a) Raffle tickets for the Cornwall Association Bears are still available and will also be on sale at the Ag Fair, or you can contact the Cornwall Association or call Michele Shipp.
- b) The Newcomers Tea will be on October 15th "under the tent" at the Library.

It was noted that there is an open house at CVFD on the 16th and the annual Run and Wag 5K will be held on October 15th...all in all a very active weekend for Cornwall!

Adjournment**Motion**

Gordon Ridgway Made a motion to adjourn the meeting.

Priscilla Pavel Seconded the motion

Motion passed unanimously

8:16 AM

Submitted:
Note:

Barbara E. Herbst, Clerk pro tempore

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

BoS Meeting Minutes 9.6.22

09/06/22

Town of Cornwall
FY '22 Budget
 July 2021 through June 2022

| | <u>Jul '21 - Jun 22</u> | <u>Budget</u> | <u>% of Budget</u> |
|---------------------------------------|--------------------------|---------------------|----------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Fees For Services | 179,876.60 | 71,501.00 | 251.6% |
| Other Revenues | 72,520.18 | 24,500.00 | 296.0% |
| Property Taxes | 6,834,314.46 | 6,606,022.00 | 103.5% |
| State Education Grants | 21,196.00 | 9,149.00 | 231.7% |
| State General Grants | 318,049.17 | 282,671.00 | 112.5% |
| Transfers/Non-Revenue Receipts | 16,843.05 | 298,110.00 | 5.6% |
| 300494 - ARPA funding | 0.00 | 0.00 | 0.0% |
| Total Income | <u>7,442,799.46</u> | <u>7,291,953.00</u> | <u>102.1%</u> |
| Gross Profit | 7,442,799.46 | 7,291,953.00 | 102.1% |
| Expense | | | |
| Voided checks | 0.00 | | |
| 01 - Board of Selectmen Budget | 2,150,053.93 | 2,164,986.43 | 99.3% |
| 02 - Board of Education | 4,010,202.69 | 4,017,965.00 | 99.8% |
| 03 - Capital Expenditures | 755,000.00 | 755,000.00 | 100.0% |
| 04 - Debt Service | 350,465.63 | 354,001.57 | 99.0% |
| Total Expense | <u>7,265,722.25</u> | <u>7,291,953.00</u> | <u>99.6%</u> |
| Net Ordinary Income | 177,077.21 | 0.00 | 100.0% |
| Other Income/Expense | | | |
| Other Income | | | |
| Transfer IN | 45,000.00 | | |
| Total Other Income | <u>45,000.00</u> | | |
| Net Other Income | <u>45,000.00</u> | | |
| Net Income | <u><u>222,077.21</u></u> | <u><u>0.00</u></u> | <u><u>100.0%</u></u> |

OFFICE OF TAX COLLECTOR

August 29, 2022

To the Board of Selectman:

Please add \$4805.61 to the item of REFUND TO TAXPAYERS.

Five requests for refunds are included at this time. One is from David and Angelika Beitz for a duplicate motor vehicle tax payment for \$71.00. The second is from Catherine O'Brien for an accidental duplicate online Real Estate Tax payment for \$4,243.40. The third is from Matthew Mejiia for a duplicate payment of Motor Vehicle taxes for \$155.77. The fourth is from Matthew Mejia for a duplicate Motor Vehicle Tax payment for \$175.18. The fifth is from Richard Fry for a duplicate Personal Property Tax payment for \$160.26.

Sincerely,



Jean D. Bouteiller, CCMC
Tax Collector

Enclosure: 5