

BOARD OF FINANCE

Minutes of the Regular Meeting held on Thursday, November 16, 2023
Held via ZOOM - meeting ID 825 5406 9500

- | Regular Members | Others |
|--------------------|-----------------------------------|
| ✓ Joe Pryor (CHM) | ✓ Gordon M Ridgway, 1st Selectman |
| ✓ Lisa Lansing | ✓ Barbara Herbst, BoF Clerk |
| ✓ Gary Steinkohl | ✓ Richard Bramley, Treasurer |
| N Zejke Hermann | |
| N Simon Hewett | ✓ Members of the Press |
| ✓ Jessica Brackman | |

- Alternate members
-
- N Kate Sandmeyer Ward
 - N Cody Gillotti

Call to Order

7:00 p.m.

1 - Additions

None

2 - Minutes

Minutes for the 10.19.23 and 10.24.23 BoF meetings were emailed to all members prior to the meeting. Copies of the minutes were also available at the meeting.

Motion

Lisa Lansing Made a motion to approve the minutes as presented.
Jessica Brackman Seconded the motion.

Motion passed unanimously.

3 - Reports

Board of Selectmen

First Selectman Ridgway reported on the following items.

- a) Voter turnout for the November election.
- b) The Swearing In Ceremony with Senator Blumenthal to be held on 11.20.23
- c) Town Meeting to be held 12.8.23
- d) 11.2.23 Town Meeting ratified the \$500K appropriation for the WC retaining wall
- e) Tax Lien sale was successful, two properties were involved, Cornwall to realize approximately \$140,000 after the six month cure period.

Finance Director

No report presented. Finance Director is currently working of reviewing the DRAFT of the Audited Financials for FY '23

4 - Capital

Five Year Capital Plan

A copy of the DRAFT Five year Capital Plan is appended to these minutes. Discussion was contemporaneous with the overview and covered the following topics.

- a) Tree removal and LoCIP funding for this expense as approved by the State.
- b) Revaluation costs and state requirements for revaluations.
- c) Water system contamination with E.coli bacteria at Cornwall Consolidated School.
- d) \$20K per year has been added to Road Improvements to address inflationary pressure.

Motion

Lisa Lansing Made a motion to approve Five Year Capital Plan as presented.
Jessica Brackman Seconded the motion.

Motion passed unanimously.

5 - Schedules

2024 BoF Meeting Schedules

Copies of both meeting schedules are appended to these minutes. Discussion was contemporaneous with the overview and covered the following points.

- a) Changing the time or day of the month of the regular monthly meeting.
- b) Zoom vs In-Person and or Hybrid meetings.

BOARD OF FINANCE

Motion **Gary Steinkohl** Made a motion to approve both meeting schedules as presented.
 Jessica Brackman Seconded the motion.
 Motion passed unanimously.

6 - Public Comment None

7 - Adjourn

Motion **Gary Steinkohl** Made a motion to adjourn the meeting at 7:46
 Lisa Lansing Seconded the motion.
 Motion passed unanimously.

Barbara E. Herbst, Board Clerk

Minutes remain "Draft" until accepted at the next regular scheduled meeting, please see subsequent meeting minutes for any corrections to these minutes.

| | | Approved Previously | Changes | Final |
|--|--|---------------------|----------------|------------------|
| FY 2024-2025 | Road Improvement: Group # 1 ~ North East | # 300,000 | 20,000 | 320,000 |
| | Bridges / Culverts / Guide Rails | 20,000 | 10,000 | 30,000 |
| | Cornwall Consolidated School | 40,000 | 20,000 | 60,000 |
| | CVFD Equipment | - | 20,000 | 20,000 |
| | CVFD Truck Fund | 100,000 | (20,000) | 80,000 |
| | Tree Removal | | 50,000 | 50,000 |
| | Town Buildings | 150,000 | (50,000) | 100,000 |
| | Town Plan | 10,000 | - | 10,000 |
| | HWY Truck replacement fund (Trk 10) | 100,000 | | 100,000 |
| | TOTAL | 720,000 | 50,000 | 770,000 |
| FY 2025- 2026 | Road Improvement: Group # 2 ~ North West | 300,000 | 20,000 | 320,000 |
| | Bridges / Culverts / Guide Rails | 20,000 | - | 20,000 |
| | Cornwall Consolidated School | 40,000 | 10,000 | 50,000 |
| | CVFD Truck Fund | 100,000 | - | 100,000 |
| | Tree Removal | - | 50,000 | 50,000 |
| | Town Buildings | 150,000 | (50,000) | 100,000 |
| | Town Plan | 10,000 | - | 10,000 |
| | HWY Truck replacement fund (Truck #10) | 100,000 | - | 100,000 |
| | TOTAL | 720,000 | 30,000 | 750,000 |
| FY 2026-2027 | Road Improvement: Group # 3 ~ Center | 300,000 | 20,000 | 320,000 |
| | Bridges / Culverts / Guide Rails | 20,000 | - | 20,000 |
| | Cornwall Consolidated School Projects | 40,000 | 10,000 | 50,000 |
| | CVFD Truck Fund - | 100,000 | - | 100,000 |
| | Town Buildings | 100,000 | | 100,000 |
| | Town Plan | 10,000 | - | 10,000 |
| | HWY Truck replacement fund (Trk # 3) | 100,000 | | 100,000 |
| | Revaluation | 30,000 | | 30,000 |
| | TOTAL | 700,000 | 30,000 | 730,000 |
| FY 2027-2028 | Road Improvement: Group # 4 ~ South East | 300,000 | 20,000 | 320,000 |
| | Bridges / Culverts / Guide Rails | 20,000 | - | 20,000 |
| | Cornwall Consolidated School | 40,000 | 10,000 | 50,000 |
| | CVFD Truck Fund | 100,000 | - | 100,000 |
| | Town Buildings | 150,000 | | 150,000 |
| | Town Plan | 10,000 | - | 10,000 |
| | HWY Truck replacement fund (Trk # 9) | 100,000 | | 100,000 |
| | | - | | - |
| | TOTAL | 720,000 | 30,000 | 750,000 |
| FY 2028-2029 | Road Improvement: Group #5 ~ South East | 300,000 | 20,000 | 320,000 |
| | Bridges / Culverts / Guide Rails | 20,000 | - | 20,000 |
| | Cornwall Consolidated School | 50,000 | | 50,000 |
| | CVFD Truck Fund | 100,000 | - | 100,000 |
| | Town Buildings | 50,000 | | 50,000 |
| | Town Plan | 10,000 | - | 10,000 |
| | HWY Truck replacement fund (Trk # 9) | 100,000 | | 100,000 |
| | | - | | - |
| | TOTAL | 630,000 | 20,000 | 650,000 |
| Approved Board of Selectmen | | | | |
| Modified and Approved Board of Finance | | | | |
| GRAND TOTAL | | 3,490,000 | 160,000 | 3,650,000 |

TOWN OF CORNWALL
Board of Finance

Schedule for Budget Meetings
Winter-Spring 2024

All meetings will be held at 7:00 p.m. via ZOOM per the preference of the Board of Finance. At this time, the BoF has 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 19, 2024
Friday, May 17, 2024**

February

Thursday, February 8, 2024

Special BoF Meeting. Region One Business Manager to present information.

Thursday, February 15, 2024

Regular BoF meeting - BoS presents FY 2024-2025 proposed budget

March

Monday, March 4, 2024

BoE budget distributed via mail

Thursday, March 7, 2024

Special Meeting - BoE presents proposed budget to BoF

Thursday, March 21, 2024

Regular BoF Meeting - Budget workshop

April

Thursday, April 4, 2024

BoF **Special** Meeting, if necessary

Thursday, April 11, 2024

Regular BoF Meeting

Friday, April 19, 2024

Public Hearing on the FY 2024-2025 Budget to be held at **CCS @ 7:30 p.m.**

May

Thursday, May 9, 2024

Regular BoF Meeting, approval FY 2024-2025 budget

Friday, May 17, 2024

Town Meeting to be held at **CCS at 7:30 p.m.**

Special BoF Meeting to follow to set mil rate

for FY 2024-2025

Approved:

TOWN OF CORNWALL

Board of Finance

Schedule for Regular Meetings Calendar year 2024

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 18, 2024 | 7:00 p.m. |
| Thursday, February 15, 2024 | 7:00 p.m. |
| Thursday, March 21, 2024 | 7:00 p.m. |
| * Thursday, April 11, 2024 | 7:00 p.m. |
| * Thursday, May 9, 2024 | 7:00 p.m. |
| Thursday, June 20, 2024 | 7:00 p.m. |
| Thursday, July 18, 2024 | 7:00 p.m. |
| Thursday, August 15, 2024 | 7:00 p.m. |
| Thursday, September 19, 2024 | 7:00 p.m. |
| Thursday, October 17, 2024 | 7:00 p.m. |
| Thursday, November 14, 2024 | 7:00 p.m. |
| Thursday, December 12, 2024 | 7:00 p.m. |

Approved:

* one week earlier to accommodate Hearing and Town Meeting