

BOARD OF FINANCE

Minutes of the Regular Meeting held on February 17th 2022
 Held via ZOOM - meeting ID 892 1809 7405

Regular Members	Others
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 Herrmann	Y Priscilla Pavel
Y Simon Hewett	
Y Rocco Botto	Alternate members
	Y John Brown
	Y Jessica Brackman

Call to Order
1 - Additions
2 - Minutes

Motion

6:54 p.m.
 None
 Minutes for the BoF meeting of 12.16.21 were emailed to all members prior to the meeting. Copies of the minutes were also available at the meeting.
David Hubbard Made a motion to approve the minutes as presented.
Lisa Lansing Seconded the motion.

Motion passed unanimously

3 - Reports

Board of Selectmen

First Selectman Ridgway presented the FY '23 Proposed Budget, a copy of which is appended to these minutes. Topics discussed contemporaneously with the presentation included the following;

- a) State Aid to Municipalities
- b) Grand List growth is 15%
- c) Exterior pressures on the horizon including numbers of emergency responders, renovations vs new construction and DPW financial efficiency
- d) Fiber Optic that will be forthcoming from Optimum
- e) Retirement of the Assessor, Barbara Bigos and her replacement
- f) Transfer Station and increased costs.
- g) Department by department review of the proposal

Finance Director

4 - Public Comment
5 - Adjournment

No report	
None	
Rocco Botto	Made a motion to adjourn the meeting
David Hubbard	Seconded the motion
Motion passed unanimously	7:34 PM

Barbara B. Yonker, Board Clerk

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

TOWN OF CORNWALL

PROPOSED BUDGET
FY 2022-2023

		FY 2020-2021	FY 2021-22		FY 2022-2023	
		Actuals per Audit	Anticipated	Budget	Proposed Budget	
	Assessor	40,623	48,727	48,977	56,721	15.81%
	Board of Assessment Appeals	0	0	500	500	0.00%
	Board of Selectmen	111,190	113,310	114,010	117,655	3.20%
	Finance Department	72,093	73,150	72,050	73,422	1.90%
	Hammond Beach	36,688	39,900	40,191	40,578	0.96%
	Highway Administration / Suppli	457,815	472,584	484,820	498,692	2.86%
	Highway Vehicle Maintenance	53,453	55,000	55,000	55,000	0.00%
	Insurance and Benefits	326,376	376,981	376,981	416,179	10.40%
	Land Use	33,032	29,800	32,498	32,497	0.00%
	Organizational Support	153,736	170,887	170,887	177,411	3.82%
EXPENSE	Park & Recreation	38,732	51,280	54,180	54,929	1.38%
	Payroll Expenses	57,147	59,430	59,430	61,426	3.36%
	Probate Court	2,944	2,924	2,924	3,006	2.80%
	Public Health & Welfare	63,763	64,976	64,977	67,074	3.23%
	Public Safety	148,102	185,107	185,107	194,335	4.99%
	Registrars of Voters	9,884	10,385	10,510	10,804	2.80%
	Sanitation & Recycling	192,730	182,330	183,369	204,863	11.72%
	Tax Collector	38,250	42,064	42,104	43,910	4.29%
	Town Clerk	69,717	72,891	72,971	74,418	1.98%
	Town Office Administration	54,705	68,500	60,000	62,000	3.33%
	Contingency	3,500	0	30,000	30,000	0.00%
	Animal Control		3,500	3,500	3,500	0.00%
TOTAL BOARD OF SELECTMEN		1,964,479	2,123,726	2,164,986	2,278,920	5.26%
	Debt Service - Bridge Program		183,131	181,131	181,823	
	Debt Service - CCS (Exp 8/15/2023)	352,352	170,871	172,871	161,600	-6.52%
	Board of Education	3,870,281	4,017,965	4,017,965	4,017,965	0.00%
	Capital Expenditures	697,000	755,000	755,000	690,000	-8.61%
TOTAL EXPENSE		6,884,111	7,250,693	7,291,953	7,330,308	0.53%

Increase over current budget	
BoS	113,934
Debt Service	(10,579)
BoE	-
Capital	(65,000)
TTL Increase	38,355

Proposed Budget Worksheet FY 2022-2023

		FY 2020-2021	FY 2021-2022	FY 2022-2023	Difference	% of change	NOTES ON PROPOSED FIGURES
		Actual	Anticipated	Approved Budget	Budget '22 and Proposed Budget 23		
				Proposed			
01 · Board of Selectmen Budget							
Assessor							
30	52002 · Assessor's Salary	9,621	9,910	9,910		22,921	B Bigos is retiring K Johnson is her replacement
31	52003 · Assessor's Clerk Salary	19,428	24,817	24,817		15,002	
32	52205 · Office / Computer	1,484	1,800	2,000		2,000	
33	52209 · Mileage, Travel	286	550	600		600	
34	52210 · Meetings / Membership:	15	250	250		15	
36	52216 · Contracted Services	9,788	11,400	11,400		16,183	required software upgrades
Total Assessor		40,623	48,727	48,977	56,721	7,744	15.81%
Board of Assessment Appeals							
37	53002 · BAA Salaries			498		498	BoS approved 1.24.22
38	53004 · BAA Clerk Wage			1		1	
39	53105 · Expenditures			1		1	
Total Board of Assessment Appeals		-	-	500	500	-	0.00%
Board of Selectmen							
40	50202 · Selectmen's Salaries	67,404	69,426	69,426		71,509	BoS approved 1.24.22
41	50203 · Selectmen's Clerk	41,103	41,564	41,564		42,811	
42	50204 · BOS Temporary Clerk	-	1,000	1,350		1,391	
43	50305 · BOS Office Supplies	898	500	650		925	
44	50308 · BOS Bids, Legal Etc	230	250	450		450	
45	50309 · Mileage	1,489	150	150		150	
46	50310 · Membership/Meetings	65	300	300		300	
47	50346 · Postage	-	120	120		120	
Total Board of Selectmen		111,190	113,310	114,010	117,655	3,645	3.20%
Finance Department							
48	53402 · Treasurer's Salary	3,573	3,681	3,681		3,791	BoS approved 1.24.22
49	53403 · Finance Director	40,863	42,089	42,089		43,351	
50	53404 Treasurer Clerk	117	300	300		300	
51	53505 · Office Supplies	1,700	1,100	1,100		1,100	
52	53507 · Printing	3,308	3,400	3,400		3,400	Annual Report printing / increased # copies
53	53515 · Computer	898	3,780	3,780		2,780	software and ZOOM
54	53546 · Postage	275	1,200	1,200		1,200	increased mailing due to COVID 19
55	53550 · Town Audit	21,360	17,600	16,500		17,500	increased audit costs due to COVID 19
Total Finance Department		72,093	73,150	72,050	73,422	1,372	1.90%

Proposed Budget Worksheet FY 2022-2023

		FY 2020-2021	FY 2021-2022	FY 2022-2023	Difference	% of change
		Actual	Anticipated	Approved Budget	Budget '22 and Proposed Budget 23	
Hammond Beach						
56	69103 · Salaries	34,005	36,000	36,291		36,678
57	69207 · Programs	-	1,000	1,000		1,000
58	69213 · Utilities	1,099	1,000	1,000		1,000
59	69214 · Supplies	307	400	400		400
60	69215 · Equipment	-	300	300		300
61	69216 · Contracted Services	1,277	1,200	1,200		1,200
Total Hammond Beach		36,688	39,900	40,191		40,578
					387	0.96%
Highway Administration / Suppli						
62	60011 · Garage Heat	6,883	6,900	7,000		10,000
63	60013 · Utilities	5,773	5,500	5,500		6,000
64	60014 · Supplies	12,411	10,000	10,000		11,000
65	60015 · Small Equipment	723	2,500	2,500		2,500
66	60016 · Contracted Services	58,866	30,000	30,000		30,000
67	60018 · Small Equipment Repair	2,168	2,000	500		1,000
68	60035 · Garage Repairs (buildin	1,752	800	1,000		2,000
69	61010 · Drug Testing	-	-	200		200
70	OT Labor Expense	10,680	15,500	17,236		17,588
71	Regular Labor Expense	251,875	257,384	257,384		263,904
Total 61603 · Labor Expense		262,555	272,884	274,620		281,492
72	61604 · HWY Temporary Labor	4,791	3,000	6,000		6,000
73	62012 Fuel,Gas,Oil,Grease	28,924	35,000	35,000		35,000
74	62014 · Highway Signs	2,716	3,000	1,500		2,500
75	62018 · Road Materials	19,316	20,000	20,000		20,000
76	62050 · Snow Removal	39,203	58,000	68,000		68,000
77	64016 · Tree Maintenance	11,735	23,000	23,000		23,000
Total Highway Administration / Su		457,815	472,584	484,820		498,692
					13,872.30	2.86%
78	63016 · Vehicle / Equipment Mai	53,453	55,000	55,000		55,000
Insurance and Benefits						
79	57540 · General Insurance	3,559	4,776	4,776		4,919
80	57542 · Workers' Compensation	44,608	41,813	41,813		43,067

NOTES ON PROPOSED FIGURES

worksheet not rec'd from Dept yet

BoS approved 1.24.22

3% raise/Malahan & Vanicky
Longevity

Union Contract

BoS approved 1.24.22

18.3% VFD - 4.8% Ambulance - 76.9% Town

Proposed Budget Worksheet FY 2022-2023

		FY 2020-2021	FY 2021-2022	FY 2022-2023	Difference	% of change	
		Actual	Anticipated	Approved Budget	Proposed	Budget '22 and Proposed Budget 23	
81	57543 · Public Liability	47,232	63,193	63,193	65,089	17.38% VFD - 82.62% Town	
82	57544 · Employees Health Insur	196,022	222,062	222,062	256,813	16%	<u>one employee added to coverage</u>
83	Total 57545 · Employee's Pensi	34,954	45,137	45,137	46,290		
Total Insurance and Benefits		326,376	376,981	376,981	416,179	39,197.55	10.40%
Land Use							
84	54202 · Zoning Enf Wage	5,927	6,000	7,563	7,563		
85	54203 · Land Use Administrator	11,011	11,500	11,754	11,754		
86	54204 · Land Use Clerk	8,685	6,700	6,781	6,781		
87	54305 · Office Supplies	-	500	500	500		
88	54307 · Printing	-	200	200	200		
89	54308 · Legal Notices	360	500	800	800		
90	54310 · Meetings / Mileage	1,492	500	500	500		
91	54315 · Computer	-	400	400	400		
92	54316 · Consulting Services	-	2,500	2,500	2,500		
93	54317 · Legal Fees	5,558	1,000	1,500	1,500		
Total Land Use		33,032	29,800	32,498	32,497	-0.65	0.00%
Municipal Commissions / Activities							
94	71980 · Agricultural Advisory	-	700	700	900		
95	70780 · Cemetery Maintenance	1,472	3,000	3,000	3,600		
96	72074 * Conservation Commission	1,417	2,560	2,560	2,500		
97	72075 * Econ Devl Comm	4,996	6,195	6,195	6,500		
98	71480 · Town Celebrations	703	500	500	500		
Total Municipal Commissions / Ac		8,588	12,955	12,955	14,000	1,045.00	8.07%
Cornwall Organizations							
99	70080 · Cornwall Child Center	45,000	50,000	50,000	50,000		
100	70195 · Cornwall Conservation Trust	2,000	2,000	2,000	2,000		
101	70185 · Cornwall Historical Society	6,000	6,500	6,500	6,000		
102	70190 · Cornwall Housing Corp	4,000	4,000	4,000	4,000		
103	70180 · Cornwall Library	55,000	60,000	60,000	60,000		
104	72078 · Little Guild	-	2,000	2,000	2,000		<u>Town dog pound</u>
Total Cornwall Organizations		112,000	124,500	124,500	124,000	-500.00	-0.40%
Dues and Memberships							
105	70271 · CCM & COST	1,042	1,225	1,225	2,025		
106	71170 · Housatonic River Commission	350	400	400	400		<u>increase in dues</u>
107	72072 · HVA - Housatonic Valley Assoc	-	1,250	1,250	250		<u>river monitoring and more services</u>
108	71070 · NW Conservation District	600	600	600	600		

Proposed Budget Worksheet FY 2022-2023

		FY 2020-2021	FY 2021-2022	FY 2022-2023	Difference Budget '22 and Proposed Budget 23	% of change	NOTES ON PROPOSED FIGURES
		Actual	Anticipated	Approved Budget			
109	70270 · NW Council of Gov's	2,169	1,120	1,120			
110	70870 · Regional Housing		100	100			
Total Dues and Memberships		4,161	4,695	4,695	-68.00	-1.45%	
Regional Organizational Support							
111	72070 · Elderly Nutrition Project	487	497	497			
112	72077 · FISH	-	250	250			
113	71260 · Geer Adult Day Center	9,500	9,500	9,500			
114	72071 · Greenwood's	5,000	5,000	5,000			increase demand for services
115	71860 · Housatonic Youth Service	4,838	4,838	4,838			
116	71560 · NW Corner Chore Service	5,000	5,000	5,000			increase demand for services
117	71760 · Regional Mental Health	-	152	152			
118	71360 · Susan B. Anthony Project	1,500	1,500	1,500			
119	71660 · Women's Support Service	1,500	1,500	1,500			
Total Regional Organizational Support		27,825	28,237	28,237	6,046.66	21.41%	
120	70585 · Tax Refunds	1,162	500	500			
Park & Recreation							
121	68503 · Salaries	24,252	24,980	24,980			
122	68506 · Supplies - Tech	624	1,300	1,300			
123	68507 · P/ R Program	8,912	8,200	11,000			BoS approved 1.24.22
124	68512 · Basketball	-	1,000	1,000			
125	68513 · Soccer	-	2,000	2,100			
126	68514 · Skiing	-	2,800	2,800			
127	68515 · Baseball & gymnastics	-	2,000	2,000			
128	68516 · Fields / Services	4,944	9,000	9,000			
Total Park & Recreation		38,732	51,280	54,180	749.31	1.38%	
129	58140 · Social Security / Medicare	57,147	59,430	59,430			
130	Probate Court	2,944	2,924	2,924			
Public Health & Welfare							
131	68003 · Municipal Agent Salar	1,126	1,159	1,159			
Social Service							
132	67803 · Social Service Admini	30,522	31,438	31,438			BoS approved 1.24.22
133	67905 · Office Supplies	895	1,200	1,200			
134	67909 · Mileage / Travel	-	500	500			
135	67910 · Meetings / Membershi	-	100	100			

Proposed Budget Worksheet FY 2022-2023

		FY 2020-2021	FY 2021-2022	FY 2022-2023	Difference	% of change
		Actual	Anticipated	Approved Budget	Budget '22 and Proposed Budget 23	
136	67991 · General Assistance	514	500	500		
137	67992 · GA Medical	-	200	200		
138	67993 · GA Burial	-	-	1		
Total Social Service		31,931	33,938	33,939	943.36	2.78%
139	67700 · Torrington Area Health	7,497	7,464	7,464		
140	67702 · NW CT Transit	615	615	615		
141	67703 · Senior Van	7,000	10,500	10,500		
142	67716 · Visiting Nurse Homecar	5,312	4,500	4,500		
143	67760 · Hepatitis B. Vaccine	282	300	300		
144	67770 · Food and Fuel Fund	10,000	6,500	6,500		
Total Public Health & Welfare		63,763	64,976	64,977	2,096.56	3.23%
Public Safety						
145	65016 · CVFD Physical Exams	6,582	6,000	6,000		
146	65035 · Firehouse Maintenance	28,684	30,000	30,000		
147	65045 · CVFD Service Incentive	26,930	31,000	31,000		
148	65050 · CVFD Op / Fire / Resscu	45,307	71,707	71,707	7.49%	
149	65051 · CVFD Ambulance	20,952	24,805	24,805	15.56%	
151	66003 · Fire Marshal Salary	3,336	3,000	3,000	0	
152	66005 · Fire Marshal Expenses	612	1,500	1,500	0	
153	66016 · 911 Contract	15,499	15,595	15,595	0	
154	66050 · Civil Preparedness	200	1,500	1,500		
Total Public Safety		148,102	185,107	185,107	9,228.00	4.99%
Registrars of Voters						
155	56602 · Registrars' Salaries	5,032	5,100	5,125		
156	56603 · Election Workers' Wage	2,554	2,200	2,200		
157	56805 · Office Supplies	254	300	400		
158	56809 · Mileage / Travel	-	50	50		
159	56810 · Meetings/Memberships	280	350	350		
160	56816 · Contracted Services	1,590	2,300	2,300		
161	56846 · Postage	174	85	85		
Total Registrars of Voters		9,884	10,385	10,510	293.94	2.80%
Sanitation & Recycling						
162	67002 · Salaries / Wages	75,907	73,168	73,168		
163	67114 · Landfill Supplies / Repa	5,660	5,900	6,000		
164	67116 · MSW Hauling	18,728	22,000	22,000		
165	67119 · Site Testing	10,447	6,500	6,500		

NOTES ON PROPOSED FIGURES

BoS approved 1.24.22

BoS approved 1.24.22

Proposed Budget Worksheet FY 2022-2023

		FY 2020-2021	FY 2021-2022	FY 2022-2023	Difference	% of change
		Actual	Anticipated	Approved Budget	Budget '22 and Proposed Budget 23	
						NOTES ON PROPOSED FIGURES
166	67135 · Building Repairs	-	500	500	500	
167	67216 · MIRA Contract	31,561	29,062	30,000	33,000	
168	67287 · Bulky Waste	28,823	28,000	28,000	32,000	
169	67288 · Hazardous Waste	3,982	2,700	2,700	3,000	
170	67289 · Compost	-	-	1	3,000	
171	67305 · Recycling Expense	2,689	1,000	1,000	3,000	
172	67316 · Recycling Box Rent	756	1,000	1,000	1,000	
173	67388 · Recycling Hauling	14,177	12,500	12,500	14,000	
Total Sanitation & Recycling		192,730	182,330	183,369	204,863	21,494.32 11.72%
Tax Collector						
174	52502 · Salary	26,685	27,486	27,486	28,310	
175	52503 · Tax Collector's Clerk W:	1,930	3,700	3,740	3,853	BoS approved 1.24.22
176	52705 · Office Supplies	141	450	450	400	
177	52707 · Printing	1,197	1,000	1,000	1,200	
178	52708 · Legal Notices	-	450	450	450	
179	52710 · Meetings / Membership:	558	800	800	400	
180	52715 · Computer	-	800	800	800	
181	52716 · Contracted Services	6,280	5,900	5,900	7,019	software upgrades for cloud access
182	52746 · Postage	1,459	1,478	1,478	1,478	
Total Tax Collector		38,250	42,064	42,104	43,910	1,805.77 4.29%
Town Clerk						
183	50902 · Town Clerk Salary	46,045	47,426	47,426	48,849	
184	50903 · Assistant Town Clerk W	4,848	5,745	5,745	5,919	
185	51105 · Office Supplies	670	800	825	775	
186	51108 · Legal Notices	42	570	575	525	BoS approved 1.24.22
187	51110 · Meetings, Memberships	425	850	900	900	
188	51115 · Computer	2,906	1,000	1,000	1,000	
189	51116 · Contracted Services	14,318	15,000	15,000	15,000	
190	51117 · Elections	-	1,000	1,100	1,050	
191	51146 · Postage	464	500	400	400	
Total Town Clerk		69,717	72,891	72,971	74,418	1,446.56 1.98%
Town Office Administration						
192	57103 · Town Office Custodian	5,859	4,200	4,500	4,500	
193	57105 · Town Office Supplies	1,476	3,000	3,000	3,000	BoS approved 1.24.22
194	57111 · Town Office Heating	7,873	7,800	8,000	8,000	

Town of Cornwall

Capital Projects Fiscal Years 2021-2022
with Proposed 2022-2023Anticipated
balance
available
1.24.22

		Budget FY 2020	Budget FY 2021	Budget FY 2022	Proposed FY 2023	
02-480-800-15	School Capital Projects	40,000	40,000	40,000	40,000	-2,342
02-490-010-15	Highway Equipment	Trk #6 100,000	Trk #6 100,000	Trk # 9 100,000	Trk # 9 100,000	125,600
02-480-920-01	Senior Van					324
02-490-919-15	Trnsf Sta Equipment					-518
	Trnsf Sta Building					9,356
02-490-924-15	Town Building Upgrades	150,000	150,000	125,000	150,000	220,520
02-490-915-15	CVFD Equipment / Repairs		7,000	15,000		40,992
02-490-925-14	CVFD - Buildings					811
02-490-925-15	CVFD Pumper					
02-490-925-17	CVFD - **Truck Fund**	3-0 80,000	80,000	80,000	80,000	400,000
02-490-928-15	Road Improvement	300,000	300,000	300,000	300,000	111,601
	Bridges Culverts			10,000	10,000	64,720
	Guide Rails			40,000	10,000	1,510
02-490-930-15	Hydrants					17,953
	WC Wastewater Study					13,920
02-490-940-15	Town Plan Project	10,000	10,000	10,000		12,401
02-490-951-15	Revaluation		10,000	35,000		32,756

Total Capital Expenditures

680,000	690,000	715,000	690,000	1,049,603
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NOTES FOR FY '22 CAPITAL PROJECTS

- a) **Highway Equipment** truck being replaced is over 15 years old
- b) **Town Building Upgrades** next project will be upgrades on the Town Hall
- c) **CVFD Equipment / Repairs** two airpacks
- d) **CVFD - Truck Fund** funding to replace a large truck
- e) **Town Plan Project** implementation
- f) **Revaluation** implementation