

Town of Hampton  
Board of Finance  
Special Meeting  
November 18, 2021  
7:00 PM

**Call to Order:** The meeting was called to order at 7:03 PM.

**Roll Call:** Kathy Donahue, Diane Gagnon, Ed Adelman, Judy Buell, Nick Brown, Joan Fox, Kathi Newcombe, Stan Crawford.

Staff and Others Present: First Selectman Allan Cahill, Selectman Bob Grindle, Selectman John Tillinghast, Treasurer Ellen Rodriguez, Recording Secretary Dayna McDermott-Arriola.

**Citizen Comments:** none.

**Welcome of New Members & Election of Officers**

Chairman Donahue welcomed new member Joan Fox, and returning member Judy Buell, to the Board of Finance.

**a. Chairman**

Nomination of Kathy Donahue to serve as Chairman by Judy Buell, seconded by Diane Gagnon. There being no other nominations, Kathy Donahue was unanimously elected Chairman.

**b. Vice-Chairman**

Nomination of Judy Buell to serve as Vice-Chairman by Diane Gagnon, seconded by Kathy Donahue. There being no other nominations, Judy Buell was unanimously elected Vice-Chairman.

**c. Clerk**

Nomination of Ed Adelman to serve as Clerk by Kathy Donahue, seconded by Diane Gagnon. There being no other nominations, Ed Adelman was elected Clerk.

**Presentations:** none.

**Approval of Minutes**

**Motion:** Diane Gagnon, seconded by Judy Buell, to approve the Minutes of the October 13, 2021 Regular Meeting with the following amendments: under First Selectman's Report "Maintenance of *Station Road* is nearly complete"; under Boards of Education "Reportedly, there are 73 students in the building and an additional *six* students who are out-placed." Motion carried, 4-0, Nick Brown and Joan Fox abstaining.

**Reports/Actions**

**First Selectman:** First Selectman Cahill reported that the Department of Public Works has been cutting trees on 11<sup>th</sup> Section Road and preparing equipment and materials for the winter season. All the generators in the school and town buildings have been seasonally serviced. Mr. Cahill also announced that Peter Smat has been appointed Emergency Manager Director, a position formerly filled by Selectman Dan Meade, and that the Selectmen's Administrative Assistant will be retiring from her position at the first of the year. The Auditor has asked for the Town to file for an extension to complete the annual audit.

**Tax Collector:** Chairman Donahue distributed the Tax Collector's report for October, which reported a collection rate of 53.9%, or \$2,111,494.00.

**Treasurer:** Treasurer Rodriguez requested one transfer.

**Motion:** Judy Buell, seconded by Ed Adelman, to approve the transfer of \$16.00 to #6010-08 P&Z Legal Engineering from #6010-07 P&Z Supplies. Motion carried unanimously.

Ed Adelman asked why the finance board needed to approve such a small amount. Treasurer Rodriguez explained that any amount exceeding the budgeted line item has to be reported and approved by a vote of the finance board. First Selectman Cahill added that a file has been opened to pay for litigation the Planning & Zoning Commission is facing due to a recent law suit.

Joan Fox asked for clarification on several items. To her question on the amount of interest the Town earns on its checking account, Treasurer Rodriguez explained that the large amount deposited in the checking account, from State Covid Relief Funds, has since been transferred, and Mr. Cahill added that the funds have not been dedicated yet. Treasurer Rodriguez also explained that STIF is the State Treasurer's Investment Fund, and that LOCIP funds from the State are allocated for projects. Ms. Fox also inquired as to the rental income. Mr. Cahill stated that the lower level of Town Hall is rented for the Mennonite School for a fee of \$750 per month and in-kind services, and that the other rental income involves a lease-to-purchase contract approved at a Town Meeting, with approximately \$80,000 paid by the tenants and less than ten payments remaining.

### **Boards of Education:**

**Regional District #11:** Joan Fox reported on two Senior Capstone Projects that received State-wide recognition. She also reported that faculty who is not vaccinated must be tested weekly, and said she would find the answer to Diane Gagnon's question on whether the staff, or the school, pays for the costs of the tests. Ms. Fox also reported that Parish Hill will be visited by college alumni returning to talk to the juniors and seniors, and by eighth grade students from Sprague, which has designated Parish Hill as a school of choice. Efforts to recruit students from other area towns continue. Chairman Donahue reported that there are 207 students in grades 7 through 12 attending Parish Hill, with Hampton sending 47 students and 24 students to other schools, noting that representatives from Killingly, Lyman and E. O. Smith recently presented the Vo-Ag options to the board. Stan Crawford commended Parish Hill on the recent Veterans' Day luncheon.

**Hampton Elementary School:** Chairman Donahue reported that the school approved its academic calendar and that part of the new playscape was installed. She also announced that a new Director of Pupil Personnel and a new Administrative Assistant were hired. Currently the school has 78 students in attendance, with six students out-placed.

### **Board of Finance Committees**

**Policies and Procedures Committee:** An update will be provided under Old Business.

**Fire Department Length of Service Award Committee Report:** The Committee has not met, deciding to discuss matters with the entire finance board.

**Ad Hoc Committee for Inter-district Education Cost Sharing:** First Selectman Cahill reported that the Governance sub-committee is reviewing a draft proposal for a cooperative agreement between Hampton and Scotland. Chairman Donahue reported that the Programming sub-committee has developed a list of staff needed if the two schools are combined and is working on an estimate of those costs. The Committee now has a dedicated website.

**Correspondence:** Chairman Donahue received and distributed the Tax Collector's Report and a letter from former member Jessie Samios, to which several member responded favorably. Requests for submissions to the FY2020-2021 Annual Report have been sent to all departments, commissions, committees, and organizations.

### **Old Business**

- a. **Update on Accounting Policies and Procedures:** The committee has reviewed the entire manual. Committee member Kathi Newcombe is compiling a list of needed items, per the Auditor's suggestions. Hampton Elementary School Business Coordinator Sally Lehoux is also reviewing the manual.
- b. **Update and Possible Action on Fire Department Length of Service Award Committee Report** Chairman Donahue reported that Bob Sagistano of Hometown Firefighter & EMS Service plans to attend the December 8, 2021 meeting of the Board of Finance and asked that members compile questions for him prior to the meeting. Ed Adelman asked if the finance board was limiting its involvement to correcting current issues, or changing benefits as well. Chairman Donahue explained that the members are vested and therefore the benefits must be maintained, however the committee is checking on different life insurance coverage that would extend to age 70, rather than age 65, which is what the current company offers, noting that much of the account was depleted due to an untimely death. First Selectman Cahill also clarified that the measure is for risk management, and that benefits will neither decrease nor increase. Chairman Donahue reported that the average funding level of participating towns is 70%, and Kathi Newcombe reported that Hampton is currently funded at only 11%.

#### **New Business**

- a. **Discuss and Act on 2022 Schedule of Regular Meeting Dates and Times**

By general consent, it was agreed to retain the second Wednesday of each month at 7PM for the Regular Meetings in 2022. Chairman Donahue announced that the current By-Laws of the Board of Finance will be distributed to the members.

**Citizen Comments:** none.

**Suggestions for Next Agenda:** Chairman Donahue asked members to forward suggestions for the next regular meeting, which will also include discussion with Mr. Sagistano of Hometown Firefighter & EMS Service, and development of the FY2022-23 budget timeline, including requests from departments and schedules for their review.

**Date, Time and Place of Next Meeting:** December 8, 2021 at 7PM.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 7:45PM.

Respectfully submitted,

Dayna McDermott Arriola  
Recording Secretary

*This is a draft version of the Minutes until approved by the Board of Finance.*