

Town of Hampton
Board of Finance
Regular Meeting
September 9, 2020
7:00 PM
Zoom Meeting

Call to Order: The meeting was called to order at 7:04 PM.

Roll Call: Kathy Donahue, Nick Brown, Ed Adelman, Diane Gagnon (7:10), Judy Buell (7:25), Kathy Newcombe, and Alyssa Languth.

Staff and Others Present: Selectman Bob Grindle, Recording Secretary Dayna McDermott-Arriola.

Seating of Alternates: Kathi Newcombe was seated for Perry Matchinis at his request.

Citizen Comments: none.

Approval of Minutes of August 20, 2020 Special Meeting

Motion: Kathi Newcombe, seconded by Ed Adelman, to approve the Minutes of the August 20, 2020 Special Meeting to include *\$3,862,402.13 in collected taxes* under the Tax Collector Report and the correction under the Treasurer's Report: "Treasurer Rodriguez stated that the 22.3% reported was for *FY2019-2020*, per the audit." Motion carried 4-0, Nick Brown abstaining.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill was not present, though he submitted a written report which was distributed to members. Ed Adelman requested that information be distributed earlier than the day of the meeting. Chairman Donahue reviewed the information provided. This included communications from resident Laura MacCabe regarding a proposed project of the Eastern Regional Tourism District, of which she is Hampton's representative, to promote the Airline Trail with marketing material including maps. The State is offering a fund-raising match program for participating towns that commit to a \$3000 donation from the municipality, local organizations, or private citizens. At this time, the District is seeking only a written commitment. Selectman Grindle reported the Board of Selectmen's support of the proposal, noting several different funding sources. All of the members of the finance board voiced their support as well, noting the trails' popularity, though Nick Brown expressed concern that the Town reduced the cost-of-living increment for Town employees from 2% to 1.6%, a difference that would have amounted to less than \$3000. Ed Adelman raised concerns on the unfinished surface of the trails in Hampton. Both Selectman Grindle and Kathi Newcombe, whose family members are involved with the Airline Trail and Goodwin Forest, confirmed that a misallocation of funds on the DEEP level resulted in a failure to complete the surfaces on the trails in the Northeast Corridor, a situation that is expected to be soon rectified.

Motion: Judy Buell, seconded by Diane Gagnon, to commit the Town to supporting the promotional plan of the Eastern Regional Tourism District. Motion carried unanimously.

Chairman Donahue announced that a subsequent discussion could include funding sources, and Kathi Newcombe stated that her family would like to donate \$1000 to the project. Chairman Donahue also relayed the First Selectman's information that a bus contract for RD#11 has been signed with EastConn to transport students to area high schools, that the pavers beneath the pavilion have been installed, and that the purchase of the backhoe has been postponed until the John Deere factory reopens.

Tax Collector: The report was distributed to members. Chairman Donahue stated she will request that the report be submitted earlier in the month. To a question regarding long-standing debts, Kathi Newcombe reported that the Board of Finance approved a Suspense List in the past, and Chairman Donahue stated she would check with the auditor and include the subject on a future Agenda.

Treasurer: Treasurer Rodriguez, who was not present, submitted a report with included an answer to the question raised at the last meeting. The current undesignated fund balance, as of August 31, 2020, is \$1,147,963.75, which represents an approximate fund balance of 22%. After the audit, there might be adjustments which affect that balance. Treasurer Rodriguez also asked for transfers from a few unexpected invoices from the last fiscal year. Selectmen Grindle confirmed that the Town Attorney informed the Selectmen that both the Boards of Selectmen and Finance could approve transfers in cumulative excess of \$20,000.

Motion: Nick Brown, seconded by Diane Gagnon, to approve the following transfers: \$3,048 to #6300-00 Sanitation Transfer Station from #6100-03 Ambulance; \$3 to #6010-01 P&Z Enforcement Officer from #6010-00 P&Z Clerk; \$480 to #6004-00 Town Counsel from #6000-04 Administrative Assistant; \$4,154 from #6300-03 Sanitation Tipping Fees from #6100-03 Ambulance. Motion carried unanimously.

Board of Education

Regional District #11: Chairman Donahue received a quarterly report and again requested of Superintendent Henrici monthly financial reports as received in the past. He also reported that 85% of the students are attending school.

Hampton Elementary School: Chairman Donahue reported that the school has hired a new teacher to support SRBI needs, who will also provide technical support to students and staff. As of September 1, there are 78 students in grades PK – 6, 53 of whom are receiving instruction in the school, though staff has not received information from the families of 8 students as to their plans for education this year.

Board of Finance Committees

Policies and Procedures Committee: Chairman Donahue reported that the committee met and reviewed current procedures for Hampton and Chaplin. The committee will be obtaining procedures from neighboring towns. Members would like statutory references to be included where applicable, and will make recommendations with input from the Treasurer and a representative from the Board of Selectmen.

Correspondence: Chairman Donahue reported that the engagement letter for the Town Auditor has been received and signed by the First Selectman and will be scanned and sent to members for their review. She also reported that First Selectman Cahill forwarded a notice of cancellation of

insurance for the Hampton/Chaplin Ambulance Corps and a communication from HCAC member Joan Marquis who conveyed that the Certificate of Deposit for the Ambulance included a donation of \$25,000 from Warren Stone, who stipulated in his will that if the HCAC disbanded, the money should be transferred to the library. The Treasurer and the First Selectman were informed of this and agreed that those terms would be met.

Old Business

a. Discuss Alternate Meeting Dates and Times

Chairman Donahue expressed her gratitude to the Green Energy Committee for changing their monthly meeting times to the first Wednesday of every month to avoid a conflict with the finance board.

b. Discuss and Act on Purchase of Backhoe: tabled.

Citizen Comments: none.

Suggestions for next Agenda:

Revisit Funding of Airline Trail Pamphlet and Trail Completion

Update of Reimbursement for Covid Expenses

Update on Negotiations with Hampton Education Association

Date, Time and Place of next Meeting: October 14, 2020, at 7PM.

Adjournment: There being no further business to come before the Board, the Meeting adjourned at 7:56PM.

Respectfully submitted,

Dayna McDermott Arriola
Recording Secretary

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