

Town of Hampton  
Board of Finance  
Regular Meeting  
January 12, 2022  
7:00 PM

**Call to Order:** The meeting was called to order at 7:02 PM.

**Roll Call:** Kathy Donahue, Diane Gagnon, Ed Adelman, Nick Brown, Joan Fox, Kathi Newcombe.  
Staff and Others Present: Selectman Bob Grindle, Treasurer Ellen Rodriguez, Recording Secretary Dayna McDermott-Arriola.

**Seating of Alternate(s):**

**Motion:** Diane Gagnon, seconded by Ed Adelman, to seat Kathi Newcombe for Judy Buell. Motion carried unanimously.

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Diane Gagnon, seconded by Joan Fox, to approve the Minutes of the December 8, 2021 Regular Meeting with the following amendment: under Old Business: Update and Possible Action on Fire Department Length of Service Award: “The committee will convene to draft a letter with concerns raised and unanswered to *Wilcox and Reynolds Insurance* and send a copy to Mr. Sagistano”. Motion carried unanimously.

**Presentations:** none.

**Reports/Actions**

**First Selectman:** Since First Selectman Cahill was not present, there was no report.

**Tax Collector:** Chairman Donahue reported that the Board of Finance did not receive the Tax Collector’s report for December.

**Treasurer:** Treasurer Rodriguez requested four transfers.

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve the transfer of: \$77 to #6003-05 Town Clerk Mailing Costs from #6003-11 General Office Supplies; \$101 to #6004 Town Counsel from #7000 Contingency; \$275 to #6006-06 Assessor Computer Support from #6006-11 Assessor Web Hosting; \$80 to 6010-08 P&Z Legal/Engineering from #6010-06 P&Z Training.

Chairman Donahue noted that, in accordance with the *Budget Management Policies and Procedures for Town Agencies*, the request to transfer money to Town Counsel from Contingency requires that the form provided for transfers when an expense exceeds the approved department budget total must be submitted to the Treasurer, who submits it to the Board of Finance. Treasurer Rodriguez reported recent receipt of another expense for Town Counsel, so it was decided that the First Selectman will complete the form for both transfers at the next meeting.

The Motion was consequently amended as follows:

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve the transfer of: \$77 to #6003-05 Town Clerk Mailing Costs from #6003-11 General Office Supplies; \$275 to #6006-06 Assessor Computer Support from #6006-11 Assessor Web Hosting; \$80 to #6010-08 P&Z Legal/Engineering from #6010-06 P&Z Training. Motion carried unanimously.

Treasurer Rodriguez also reported that two of the Certificates of Deposit have matured. By general consent it was agreed to add that as an item to the Agenda.

### **Boards of Education:**

**Regional District #11:** Joan Fox reported that the towns of Sprague, Canterbury and Brooklyn have all listed Parish Hill High School as a school of choice for their students. The school is currently open; staff is either vaccinated or regularly testing. Ms. Fox also reported on school activities, including a recent National Honor Society ceremony, and the submission by the school's food services for a grant to construct a greenhouse so the school can grow its own produce. Additionally, the RD#11 Superintendent, who serves as administrator for Parish Hill and Chaplin Elementary, has been meeting with the Superintendents of Hampton and Scotland to coordinate curriculum. At Chairman Donahue's request, Ms. Fox reported that the school board voted to retain its current technical school options, including Lyman as the Vo-Ag choice. Chairman Donahue also stated that a recent expulsion decision could be reflected in the Town's billing.

Chairman Donahue reported that she did not attend the recent meeting of the Hampton Elementary School, but that the Minutes are available on the website, along with the financial reports.

### **Board of Finance Committees**

**Policies and Procedures Committee:** Chairman Donahue reported that Kathi Newcombe has compiled a list of items still missing, and that the committee is still waiting for the information requested of the Hampton Elementary School.

**Ad Hoc Committee for Inter-district Education Cost Sharing:** Chairman Donahue reported that the Programming sub-committee is meeting on January 13 to continue its study of the staff positions needed if Hampton and Scotland schools are combined and the potential cost estimates. She also reported that the Governance sub-committee is completing its draft proposal, which will soon become public. There will be a joint meeting of the sub-committees by the end of January to discuss presenting information to the Boards of Education and to the public. Ed Adelman asked for clarification on whether or not the Ad Hoc Committee for Inter-district Education Cost Sharing is a sub-committee of the Board of Finance. Chairman Donahue explained that the Board of Selectmen instituted, charged and appointed the committee, and that she serves as a representative from the Board of Finance. To Joan Fox's question on appointments, Chairman Donahue explained that the Board of Selectmen appointed volunteers from each of the towns. At Chairman Donahue's request, membership was reported as follows: Governance Sub-Committee: Scotland First Selectman Gary Greenberg, Hampton First Selectman Al Cahill, Hampton Board of Finance Chairman Kathy Donahue, Hampton Board of Education Chairman Rose Bisson, Scotland residents Clare D'Appollonio and Ton McAvoy; Programming Sub-Committee: Hampton Board of Education Chairman Rose Bisson, Hampton Board of Finance Chairman Kathy Donahue, Scotland Selectman Wendy Sears, Scotland Board of Education member Cassidy Martin, Hampton resident Juan Arriola, and Scotland resident Angela Maschka, who has recently submitted a letter of resignation. To Ed Adelman's question, Chairman Donahue stated that the Board of Selectmen would decide on re-appointing the vacancy.

Kathi Newcombe asked if the funding for the Committee's Recording Secretary should come from the Board of Selectmen's budget, as it is their committee, and not the finance board's budget, which currently funds the committee's Recording Secretary. Chairman Donahue stated her intent to discuss this with the First Selectman.

**Correspondence:** Chairman Donahue received and distributed financial information from RD#11, the Fire Department's Health and Accident Insurance Policy, and Actuarial Reports from Hometown Firefighters & EMS Services.

## Old Business

### a. Update and Possible Action on Fire Department Length of Service Award

Kathi Newcombe has developed a spread sheet with all the relevant financial information. Nick Brown reported that there remain concerns on the \$10,000 from the Town that wasn't recognized for a couple of years and some procedural matters. Mr. Sagistano reported that the discrepancies in the interest rates were an error, and that the interest rate has been 3.25% from 2014 to the present, which is the minimum amount. Mr. Brown stated that it's difficult to calculate the lost interest, but it probably amounts to a couple of hundred dollars. Kathi Newcombe also questioned a cashier's check from Wilcox and Reynolds Insurance for \$36,000 deposited into the plan account. To Ed Adelman's question on whether or not all other money is accounted for, members agreed that there are still outstanding questions and unresolved issues, and Chairman Donahue stated that the committee still lacks all the information they are seeking, particularly on the benefits paid. Mr. Brown will draft the letter to Wilcox and Reynolds Insurance with the remaining questions and will share with committee members for their review prior to sending it. Joan Fox thanked Mr. Brown and Ms. Newcombe for their work on the committee, and Mr. Brown and Chairman Donahue praised Ms. Newcombe in particular for organizing the information into charts. Diane Gagnon asked if the committee was hopeful that answers would be forthcoming, and members responded that they're hopeful that Wilcox and Reynolds Insurance have explanations.

## New Business

### a. Discuss and Act on 2022 Schedule of Budget Timelines

Chairman Donahue reported that all departments, commissions, committees, boards and organizations have received a request for their budget submissions with a February 9 deadline. The correspondence also reminded entities to send their submissions for the Annual Report. Thus far, submissions have been received from the Hampton Elementary School, the Planning & Zoning Commission, the Fire Department, and the Inland, Wetlands & Watercourses Agency.

### b. Discuss and Act on Scheduling Budget Work Sessions

By general consent, budget work sessions were scheduled for March 17 and March 24 at 7PM.

## Additions to the Agenda:

**Motion:** Diane Gagnon, seconded by Kathi Newcombe, to add Discussion and Action on Certificates of Deposit. Motion carried unanimously.

Treasurer Rodriguez reported that the amount of the CD in Berkshire Bank is \$110,040.34 and the amount of the CD in Webster Bank is \$125,000, with the accumulated interest in the savings account.

**Motion:** Diane Gagnon, seconded by Joan Fox, to renew the Certificate of Deposits.

Nick Brown suggested that the CDs be renewed for three months and the motion was amended as follows:

**Motion:** Diane Gagnon, seconded by Joan Fox, to renew the Certificates of Deposits for three months. Motion carried unanimously.

## Citizen Comments:

Chairman Donahue asked the Recording Secretary to remind the Town Clerk to list the Board of Finance meetings as virtual, rather than in the Community Room at Town Hall.

Ed Adelman reiterated his request for contact information for members.

Diane Gagnon announced that the Hampton General Store has been sold.

**Suggestions for Next Agenda:** Chairman Donahue asked members to forward suggestions for the next regular meeting. Budgets will be presented if available.

**Date, Time and Place of Next Meeting:** February 10, 2022 at 7PM.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 7:52PM.

Respectfully submitted,

Dayna McDermott Arriola  
Recording Secretary

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