

Town of Hampton
Board of Finance
Regular Meeting
October 8, 2019
7:00 pm
Hampton Town Hall

Call to Order: The meeting was called to order at 7:03 p.m.

Members/Alternates Present: Perry Matchinis, Ed Adelman, Kathy Donahue, Nick Brown, Kathi Newcombe, Alyssa Languth, Stan Crawford

Staff and Others Present: First Selectman Al Cahill, Selectmen Bob Grindle and Dan Meade, Treasurer Ellen Rodriguez, Recording Clerk Dayna McDermott-Arriola.

At their requests, Chairman Matchinis seated Stan Crawford for Rick Matejka and Kathi Newcombe for Lisa Sanchez.

Citizen Comments: none.

Approval of Minutes:

Motion: Kathy Donahue, seconded by Kathi Newcombe, to approve the September 10, 2019 Regular Meeting Minutes. Motion carried unanimously.

Motion: Kathy Donahue, seconded by Kathi Newcombe, to approve the September 20 Special Meeting Minutes. Motion carried 5-0, Nick Brown abstaining.

It was noted that the September 20, 2019 Special Meeting Minutes are not available on the Town website. The Recording Secretary will re-submit them to the Town Clerk.

It was confirmed that the August 13, 2019 Meeting Minutes posted on the Town website contain the correct mill rate.

Executive Session to Discuss Town/Board Position on Possible Legal Matter

Motion: Kathy Donahue, seconded by Kathi Newcombe, to enter into Executive Session to discuss the Town and/or Board position on a possible legal matter. Motion carried unanimously.

Present for Executive Session: Perry Matchinis, Ed Adelman, Kathy Donahue, Nick Brown, Kathi Newcombe, Alyssa Languth, Stan Crawford, Al Cahill.

Motion: Kathy Donahue, seconded by Stan Crawford, to reconvene public session at 7:55PM. Motion carried unanimously.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that the Hampton-Chaplin Ambulance Corps will cease its service on April 1, 2020. Due to the uncertainties of the costs for delivering emergency services through the end of the fiscal year, the paving of Sarah Pearl Road will be delayed. To date, the Town has yet to receive Local Capital Improvement (LoCIP) funds from the State. The State Department of Housing is not extending its Small Cities grants for housing rehabilitation, as their focus is on providing low income and elderly housing; the Community Opportunities Group will close the program. Mr. Cahill also reported that the floors in Town Hall have been finished and the siting of the generator, and paving of the playground, at Hampton Elementary School will commence next week. The Board of Selectmen has authorized the First Selectman to sign an agreement with the Town of Windham for Tax Collection Services, starting on November 18, 2019, for \$16,800. The Agreement was provided for distribution among finance board members. First Selectman Cahill also reported that the Selectmen voted to purchase a bucket truck to remove the remaining 500 hazardous trees. It was agreed to add this item for discussion under Additions to the Agenda.

Tax Collector: none.

First Selectman Cahill will forward the Tax Collector's Report to the Board of Finance when it's received.

Treasurer: Treasurer Rodriguez requested one transfer.

Motion: Kathy Donahue, seconded by Stan Crawford, to transfer \$560.00 from #7000 Contingency to #7100-06 Fall Fest. Motion carried unanimously.

Treasurer Rodriguez reported that two of the Town's Certificates of Deposit are maturing: \$132,820 on October 9; and \$130,450 on October 10. The renewal rates will be 1.43%. On Stan Crawford's suggestion, the board agreed to table a decision until after the discussion on the purchase of the bucket truck.

Boards of Education: none.

Board of Finance Committees:

Human Resource Committee: Kathy Donahue reported that the committee is waiting for current information for fiscal year 2019-2020 from CCM which should be available this month.

By-Law Committee: The final draft version of the By-Laws was distributed. Chairman Matchinis informed board members that the provisions of the By-Laws require at least a 30-day review period prior to the vote for approval and adoption. Nick Brown requested that the section on Statutory Timelines provide a statutory reference for "Within ten days of such submission, the Board of Finance shall make spending recommendations and suggestions for cost savings and efficiencies to the Board of Education, and the Board of Education must provide a response accepting or rejecting such suggestions in writing." Mr. Brown also requested that under the section on Budgets, the statutory language be used in the phrasing "Per the provisions of Connecticut General Statutes Section 10-153, the Hampton Elementary School and Regional District 11 Boards of Education shall notify the Board of Finance of upcoming teacher negotiations, *and the Board of Finance is entitled to participate in such negotiations.*" Stan Crawford noted the following errors under the section on Motions: "Any member *or* seated alternate who makes a motion *may* rescind or amend the motion prior to the vote". Chairman Matchinis asked board members to send any additional questions and comments to committee members. The By-Laws will be sent to newly elected members after the Municipal Election.

Other: none.

Correspondence: none.

Old Business:

- a. **Retention of Records:** A filing cabinet will be placed in the Registrar of Voters' Office to facilitate access.
- b. **Creation of BoF Email Account:** Kathi Newcomb noted that members do not yet have access to the recently created Board of Finance email account. Chairman Matchinis stated that the Town's financial information needs to be linked to the Board of Finance's page on the Town website.
- c. **Recordings of Meetings:** tabled.

New Business:

- a. **Discuss Board of Education's Request for Prekindergarten Special Revenue Fund**
Treasurer Rodriguez reported that she has yet to obtain the requested information on special revenue funds from the Town Attorney and Auditor. To Chairman Matchinis' question on whether or not the finance board needs to approve inter-department transfers of funds,

Treasurer Rodriguez stated that since legal opinions differ, she would prefer to continue employing the more stringent system of approvals currently practiced.

Additions to Agenda

Motion: Stan Crawford, seconded by Perry Matchinis, to add "Discussion of Town Purchase of Bucket Truck" to the Agenda. Motion carried unanimously.

Discussion of Town Purchase of Bucket Truck

First Selectman Cahill reported that the Board of Selectmen recently voted to purchase a bucket truck for \$173,000 to deal with what they consider a public health hazard, noting that the amount budgeted for tree removal in FY 2019-2020 will be entirely spent by the end of the week. He explained that approximately 400 hazardous trees were removed last year and an additional 500 need to be removed, with Eversource sharing the responsibility of approximately half of these. With an average cost of \$1000 per tree, the bucket truck will pay for itself, Mr. Cahill asserted. The Selectmen also voted at their October 7 Meeting to schedule a Special Town Meeting for October 24 in order for the legislative body to approve the purchase.

Several finance board members raised questions and concerns. Kathy Donahue requested information on purchasing a used, rather than new, truck, on renting equipment, and on the option of leasing to purchase; Mr. Cahill stated that safety was his primary concern in purchasing new, rather than used, equipment. Mrs. Donahue also requested information on financing the purchase rather than using existing funds, noting the unknown cost of providing emergency services as of the April 1, 2020. Both Mrs. Donahue and Kathi Newcombe asked if collaborating with other towns on the purchase was a possibility, questioning the full-time need for the equipment, but Mr. Cahill stated that he wasn't interested in sharing with another town, preferring to prioritize our roads and perhaps barter services and equipment at a later date. He also noted that collaboration with another town would delay the purchase, and consequently the removal of hazardous trees. Chairman Matchinis raised the question of whether or not the ordinance on bidding procedures was adhered to, the costs of out-sourcing the work, and if the members of the Public Works Department have been properly trained, to which Mr. Cahill confirmed that the members of the crew are certified. The recently approved ordinance on bidding procedures was not available for review as it has yet to be published.

Treasurer Rodriguez noted that the Town would not have to vote on the entire purchase as \$83,000 remains in the Capital and Non-recurring Account for Trucks and Equipment. Stan Crawford suggested applying that account, as well as the unallocated account and the amount in the account for the purchase of an ambulance to fund the \$173,000; or alternately, some of the funds in the Certificates of Deposits could be used for the purchase rather than renewing the total amounts.

By general consent, it was agreed to schedule a Special Meeting prior to the Special Town Meeting to review and discuss requested information on the options presented by finance board members.

Kathy Donahue also requested that the Board of Selectmen adjourn the Special Town Meeting to referendum, noting that comparable, and lesser, purchases have been decided by referenda rather than Town Meetings with few in attendance, a suggestion supported by Chairman Matchinis and Kathi Newcombe. To Nick Brown's question on the cost of a referendum, Kathi Newcombe replied approximately \$1,200.

Citizen Comment:

Diane Meade asked what would happen if the Town voted against the purchase of the bucket truck at a referendum. Kathy Donahue explained that the purchase required approval by the legislative body. She and Kathi Newcombe stated their confidence in the Town's approval based on the history of taxpayer generosity regarding Town needs.

Suggestions for Next Agenda:

Recording of Meetings

Retention of Records

Access to BoF Email Account

Use of Microphones

Board of Education's Request for Prekindergarten Special Revenue Fund

Review and Approval of By-Laws

Date, Time and Place of Next Meeting:

A Special Meeting will be scheduled to address details on options for tree removal; and to meet in Executive Session with the Town Attorney on a legal matter.

Regular Meeting on November 12, 2019 at 7 p.m. in the Community Room of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 9:15 p.m.

Respectfully submitted,

Dayna McDermott Arriola

Recording Clerk

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

