

Town of Hampton
Board of Finance
Regular Meeting
October 9, 2018
7:00 pm
Hampton Town Hall

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

Members/Alternates Present: Jeff Clermont, Ed Adelman, Mike Higgins, Nick Brown, Kathy Donahue, and Stan Crawford.

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

Chairman Clermont seated Stan Crawford for Perry Matchinis and Kathy Donahue for Rick Matejka.

Citizen Comments: none.

Approval of Minutes:

Motion: Kathy Donahue, seconded by Ed Adelman, to approve the September 11, 2018 Regular Meeting Minutes. Motion carried 5-0, Nick Brown abstaining.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that the Audit has started and that a Town Meeting has been scheduled for October 18 at 6:45 p.m. for taxpayers to vote on the Hampton Elementary School 2018-2019 budget. A subsequent Town Meeting will be scheduled to discuss the purchase of property along the Little River, which is still in negotiations. First Selectman Cahill also reported modest damage to roads due to the recent rains; costs for repair are still being assessed. The Fire Department construction project is on schedule and on budget and NECOG has hired a consultant to evaluate the emergency responses of all participating towns.

Tax Collector: tabled.

Treasurer: Treasurer Rodriguez requested one transfer.

Motion: Kathy Donahue, seconded by Nick Brown, to transfer \$600 from #7000 Contingencies to #6100-10 Business Inspector Clerk. Motion carried unanimously.

First Selectman Cahill explained that the new Building Inspector Clerk is in the process of organizing all of the Building Department's files, a task that he said is long overdue as evidenced in the department's \$2,700 cumulative surplus over the last three years for this line item.

Board of Education: none.

Board of Finance Committees:

HR Committee: none. By general consent it was decided to remove this as an agenda item.

Fiscal Policy and Procedures Committee:

Committee Chairman Mike Higgins distributed a draft agenda for the committee's first meeting and reported that all meetings must comply with the provisions of the Freedom of information Act. Kathy Donahue suggested that an "Audience for Citizens" be included at the beginning and at the end of each meeting. Chairman Higgins directed the Recording Clerk to schedule a meeting for the following week and to post the Agenda and email it to the entire finance board.

Correspondence: none.

Old Business:

a. Update on Hampton Elementary School Contract Negotiations

Ed Adelman reported that the teachers' union and the board of education have met and have two more sessions scheduled prior to the November 5 mediation date. To First Selectman Cahill's question, Mr. Adelman said the contract length is three years.

New Business

a. Approval of 2019 Schedule of Meetings

A schedule listing the second Tuesday of each month was distributed and reviewed.

Motion: Stan Crawford, seconded by Mike Higgins, to approve the proposed 2019 Schedule of Meetings. Motion carried unanimously.

b. Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11

Kathy Donahue stated that she asked the item be placed on the agenda to discuss her previous requests to have the monthly financial documents of Hampton Elementary School and Regional District #11 distributed to members of the finance board, noting that the school budgets represent 60-70% of the town's expenditures and the information would be useful to the finance board, particularly during budget preparations. These would be the same documents provided by Treasurer Rodriguez every month, which include Budget v. Actuals, the Transaction List, and the Balance Sheet, as well as the monthly reports of the Principal and the Superintendent.

Motion: Kathy Donahue, seconded by Chairman Clermont, to request distribution to the Board of Finance of the monthly financial statements and reports from Hampton Elementary School and Regional District #11. Motion carried unanimously.

Chairman Clermont directed the Recording Clerk to send him the letters of request for his signature prior to sending to the Boards of Education.

Citizen Comment: none.

Suggestions for Next Agenda:

Report on Fire Department Construction Project: Stan Crawford requested a written report from the oversight supervisor, noting the need for variances and cost discrepancies between the initial proposal, the amount approved by the town, and the most recent estimate.

Date, Time and Place of Next Meeting:

Regular Meeting on November 13, 2018 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 7:30 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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

