

Town of Hampton  
Board of Finance  
Regular Meeting  
November 13, 2018  
7:00 pm  
Hampton Town Hall

**Call to Order:** The meeting was called to order at 7:01 p.m.

Members/Alternates Present: Jeff Clermont, Ed Adelman, Mike Higgins, Nick Brown, Rick Matejka, Perry Matchinis and Stan Crawford.

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Fire Department Deputy Chief Noel Waite, Recording Clerk Dayna McDermott-Arriola.

**Citizen Comments:** none.

**Approval of Minutes:**

**Motion:** Nick Brown, seconded by Mike Higgins, to approve the October 9, 2018 Regular Meeting Minutes with the following amendment under the Treasurer's Report: "...to transfer \$600 from #7000 Contingencies to #6100-10 *Building* Inspector Clerk". Motion carried 4-0, Rick Matejka and Perry Matchinis abstaining.

To Perry Matchinis's question regarding the alternate appointed to serve in his absence, Chairman Clermont explained that both he and Rick Matejka requested Kathy Donahue.

**Presentations:** none.

**Reports/Actions**

**First Selectman:** First Selectman Cahill reported that the Department of Public Works is ready for winter. The crew member who resigned has been replaced. Tree removal continues, however the paving of Kenyon Road will have to wait until spring. First Selectman Cahill also announced the need to convene a Town Meeting in January to discuss new ordinances, a transfer from the General Fund for capital improvements at Town Hall including the phone system and the website, and the Town purchase of land along the Little River. The budget process will begin soon with a request to all departments to submit their proposals and contributions to the Annual Report. He also noted a preliminary budget concern in the potential \$10,000 - \$20,000 increase needed for the Sanitation Department as the lack of a domestic market for recycled materials has resulted in less revenue for the Town.

Fire Department Deputy Chief Noel Waite provided an update on the firehouse construction project. Presently, the department is waiting for the delivery of the doors and anticipates their installation within a week. The power is functioning and the floors are prepared for paving, which will take place in the next weeks, weather pending. The few changes have included ceiling fans. Deputy Chief Waite also reported that the project is on budget; though the contracted work is two weeks behind schedule due to the weather, it is expected to be completed by the end of November. The interior work will be finished by department members. Ed Adelman noted that the Minutes of the Board of Finance state that a written report on the construction project was requested. First Selectman Cahill said that, because of changes, the report would be submitted at the time of the completion of the project.

**Tax Collector:** Chairman Clermont reviewed the Report of the Tax Collector, which reported deposits for the month of October of \$4,993.66 in cash, \$15,329.18 in checks, and \$12,286.53 in online payments, for a total of \$32,609.37. Year to date the Town has deposited \$1,655,771.92 and received \$541,134.79 in online payments for a total of \$2,220,567.00. We have paid \$512.30 in refunds and \$3,283.91 in bounced checks, and \$589.10 in bounced credit card ECH Checks, leaving a net collection of \$2,184,017.93. The percentage of collection for the month of October is 55.99.

**Motion:** Perry Matchinis, seconded by Ed Adelman, to approve the Treasurer's Report. Motion carried unanimously.

**Treasurer:** Treasurer Rodriguez requested one transfer and reported that the Audit is complete with the exception of the Auditor's confirmation of delinquent taxes. Ed Adelman questioned the \$200 donation to the Young Marines. First Selectman Cahill explained that members of the organization park cars during the town's Fall Festival.

**Motion:** Nick Brown, seconded by Rick Matejka, to transfer \$26.00 to Assessor Computer Support #6006-06 from Assessor Office Supplies # 6006-10. Motion carried unanimously.

**Board of Education:** Chairman Clermont reported that he received a call from Rose Bisson, Chairman of both the Regional District #11 and Hampton Elementary School Boards of Education. Chairman Bisson claimed that the RD#11 board could not comply with the request because certain documents cannot be supplied electronically and an alternate method of delivery would be costly. Chairman Clermont had expected, as planned, an explanation to the finance board from a representative of the school board at the November 13 meeting. On the part of the Hampton Elementary School, the response was that the requested documentation is periodically sent, though no documentation was received this month. Chairman Clermont will send a letter seeking clarification from both school boards.

**Board of Finance Committees:**

**Fiscal Policy and Procedures Committee:**

- a. Committee Chairman Mike Higgins reported that the committee met and the Minutes of the meeting were distributed to finance board members. Ordinances from area towns are being reviewed as well as the current procedures used by Town and school officials. The committee will meet on November 15 to continue discussion on developing an ordinance to address procedures for construction projects and all finance board members are encouraged to attend.

**Correspondence:** none.

**Old Business:**

- a. **Update on Hampton Elementary School Contract Negotiations**  
Ed Adelman reported that the Board of Education and Hampton Education Association reached an agreement in a mediation session with concessions on both sides. The proposed contract is now awaiting approval from the school's certified staff. If approved, the contract will be available at the Town Clerk's Office for public inspection and possible appeal. Mr. Edelman also noted that the length of the contract has changed since last reported.
- b. **Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11.** (discussed under "Board of Education")

**New Business**

- a. **Report on Fire Department Construction Project** (discussed under First Selectman's Report)

**Citizen Comment:** none.

**Suggestions for Next Agenda:**

Report on Fire Department Construction Project

Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional

District #11  
Hampton Elementary School Contract

**Date, Time and Place of Next Meeting:**

Regular Meeting on December 11, 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 7:35 p.m.

Respectfully submitted,  
Dayna McDermott Arriola  
Recording Clerk

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

