

Town of Hampton  
Board of Finance  
Regular Meeting  
December 10, 2019  
7:00 pm  
Hampton Town Hall

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

Members/Alternates Present: Ed Adelman, Kathy Donahue, Nick Brown, Lisa Sanchez, Diane Gagnon, Kathi Newcombe, and Alyssa Languth

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

Kathi Newcombe was seated for Perry Matchinis.

**Citizen Comments:** none.

**Motion: Approval of Minutes of November 19, 2019 Special Meeting & December 4, 2019 Special Meeting**

**Motion:** Kathy Donahue, seconded by Nick Brown, to approve the Minutes of the November 19, 2019 Special Meeting. Motion carried unanimously.

**Motion:** Kathy Donahue, seconded by Diane Gagnon, to approve the Minutes of the December 4, 2019 Special Meeting with the following amendment: “Chairman Sanchez reported that she contacted Attorney Olsen of *Murtha Cullina*”. Motion carried unanimously.

**Presentations:** none.

**Reports/Actions**

**First Selectman:** First Selectman Cahill reported that CIRMA has extended the Town’s bonds to the Windham Tax Collector and Deputy and that tax bills have been sent. He is in the process of negotiating snow removal from the elementary school parking lot with EastConn as an in-kind service in lieu of taxes. Installation of the windows in the Community Center is nearly complete, and the road crew has removed several dozen hazardous trees. First Selectman Cahill announced that there will be a Town Meeting on December 23 at 7PM to discuss emergency services and the purchase of the bucket truck in response to a petition submitted to the Selectmen, and that a discussion on rescinding the ordinance that established the Board of Finance has been added to the agenda and will be voted on at a January 6, 2020 referendum. Chairman Sanchez reminded Mr. Cahill that the Selectmen didn’t need to add a discussion on abolishing the finance board, and that residents had advocated against scheduling the meeting and the referendum on two religious holidays, Chanuka and Three Kings’ Day. Kathy Donahue reported that residents had also urged the Selectmen to hold the discussion and referendum at a later date in order to allow for sufficient public discourse. Ms. Donahue also spoke to the importance of providing information on the delivery of emergency services and read an excerpt on “Discussion on Hampton/Chaplin Ambulance Corps” from the Minutes of the December 5, 2019 Meeting of the Chaplin Board of Selectmen. She stated that she should not have to rely on other towns for this information. First Selectman Cahill said he has received only one written quote for the delivery of emergency services thus far.

**Tax Collector:** none.

**Treasurer:** Treasurer Rodriguez also requested a few transfers.

**Motion:** Nick Brown, seconded by Kathy Donahue, to transfer \$60.00 from #6000-07 Selectmen Computer Support to #6000-06 Selectmen Supplies, \$68.00 from #6013-19 Community Center Elevator

Maintenance to #6013-17 Community Center Supplies and Maintenance, and \$92.00 from #7000 Contingency to #6201-07 Town Garage Maintenance. Motion carried unanimously.

**Boards of Education:** Kathy Donahue is in receipt of, and will disseminate to board members, Regional District#11's student census. Chairman Sanchez has requested the financial information from RD11. To Diane Gagnon's question on the residency of some students, Kathy Donahue said that the finance board may request enrollment information.

**Board of Finance Committees:**

**Human Resource Committee:** Kathy Donahue reported that she is gathering data on area towns and within our District Reference Group, yet continues to have issues with accessing information from the website.

**By-Law Committee: Review and Approval of By-Laws:** tabled.

**Other:** none.

**Correspondence:** Chairman Sanchez has received a signed letter of engagement from Attorney Olsen.

**Old Business:**

- a. **Update on Access to BoF Email Account:** Kathy Donahue will connect with the Administrative Assistant and Brian Hathaway, who provides the Town's technical support.
- b. **Discussion on Recording of Meetings:** Kathy Donahue explained that there are unanswered questions regarding storage of the recordings on the Town's website.
- c. **Discussion on Equipping Meeting Room with a Sound System:** First Selectmen Cahill will look into the costs of equipping a room with a sound system. Board members were also in favor of looking into a portable sound system to be used in various locations, and possibly utilizing EastConn's facility for meetings.
- d. **Discussion on Purchase of Bucket Truck:** Chairman Sanchez stated that the finance board's attorney might prepare the answers to their questions prior to the December 23 Special Town Meeting. Kathy Donahue will distribute the documents sent to the Attorney to members and asked the Treasurer to provide a copy of the personal donation. She also questioned the process of the purchase. Treasurer Rodriguez explained that the \$173,690 was posted to the expense line, as instructed by the First Selectman. She stated that all payments are made at the request of the Selectmen, but could not answer Ms. Donahue's question as to whether or not a salary was ever spent prior to it being earned. Ed Adelman suggested that legal counsel should be present to deal with the legal aspects of some of the questions.

**New Business:**

- a. **Renewal of Certificates of Deposit:** tabled.
- b. **Budget Preparation: Letters of Request for Budget Proposals and Tentative Dates for Presentations:** The Recording Clerk submitted the template for the Letter of Request for Budget Proposals to Chairman Sanchez. A schedule will be developed at the next meeting with presentations beginning in February.
- c. **Update on Legal Counsel Questions/Report:** Nick Brown expressed his hope that the attorney's expenses would be less than the \$5000 allocated, and suggested that the answers to the questions should assist the board in their decision as to what should be done.
- d. **Discussion on Board of Selectmen's Proposal to Rescind the Ordinance Establishing Board of Finance:** Kathy Donahue stated that many in attendance at the Selectmen's meeting requested that the item be discussed at the Annual Town Meeting to allow time for public forums and reminded Selectmen that the deliberations on establishing a finance board occurred over the course of more than a year. Chairman Sanchez reiterated that many

speakers advocated against scheduling both the meeting and the referendum on religious holidays, and characterized the First Selectman's response as "racist". Ed Adelman stated that his attendance at meetings was precluded at times due to conflicts with religious holidays; Chairman Sanchez vowed that would not happen while she was Chairman, and everyone concurred that it should not. When it was announced that the *Hampton Gazette* invited both the boards of Selectmen and Finance to submit an article for a special edition on the referendum vote, Nick Brown suggested the article should justify the board's value, noting that members have collaborated, in spite of diverse views, to reach consensus. Members were encouraged to submit examples of the positive impact of the finance board on the Town to Chairman Sanchez. Kathi Newcombe recommended that the charge of the Board of Finance be included, as well as the Selectmen's support of its establishment. Diane Gagnon said citizens should be reminded of the importance of checks and balances. Kathy Donahue added that recent happenings, such as the purchase of the bucket truck and the lack of information concerning the delivery of emergency services, suggest the need for broader discussion and oversight. She recommended that the board continue to govern to the best of their ability, and Ed Adelman added that if voters agree that the system the finance board provides is of value, members should work to resolve differences between the boards of finance and selectmen.

**e. Discussion of Legal Matters Concerning Current and Future Ambulance/Emergency Services (Possible Executive Session)**

**Motion:** Kathy Donahue, seconded by Diane Gagnon, to enter Executive Session at 8:34PM.

*Public Session Reconvened at 9:10PM*

**Additions to the Agenda**

**Motion:** Kathi Newcombe, seconded by Diane Gagnon, to add to the Agenda: Measures to Take to Protect Taxpayers' money. Motion carried unanimously.

**Measures to Take to Protect Taxpayers' Money**

Kathi Newcombe read from the ordinance the section that authorizes the finance board to adopt "procedures as it may deem necessary for the efficient management of its business." Nick Brown recommended that discussion occur after the referendum vote and in consultation with the attorney. Ed Adelman suggested that the item be added to the next agenda.

**Citizen Comment:**

The Recording Clerk thanked the members of the Board of Finance for their service, thus far, to the Town.

**Suggestions for Next Agenda:**

Equipping Meeting Room with Sound System  
Access to BoF Email Account  
Review and Approval of By-Laws  
Renewal of Certificates of Deposit  
Discussion of Future Ambulance/Emergency Services  
Budget Preparation: Schedule Tentative Dates for Presentations  
Measures to Take to Protect Taxpayers' Money  
Board of Finance Response to Board of Selectmen

**Date, Time and Place of Next Meeting:** Regular Meeting on January 8, 2020, 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 9:32 p.m.

Respectfully submitted,  
Dayna McDermott Arriola  
Recording Clerk

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