Town of Hampton Board of Finance Regular Meeting December 11, 2018 7:00 pm Hampton Town Hall

Call to Order: The meeting was called to order at 7:05 p.m.

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

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

Vice-Chairman Brown seated Stan Crawford for Jeff Clermont.

Citizen Comments: none.

Approval of Minutes:

Motion: Rick Matejka, seconded by Stan Crawford, to approve the November 13, 2018 Regular Meeting Minutes with the correction of a misspelling of Ed Adelman's name. Motion carried unanimously.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that Dan Meade has been appointed to the Board of Selectmen to fill the vacancy left by Selectman Michael Chapel. Departments have been asked to submit budget requests and annual reports. The cost of health insurance for Town and school employees will remain the same as the current year. The Selectmen are organizing a Town Meeting to request transfers for tree removal, approve new ordinances, and consider the Town purchase of land along the Little River. Ed Adelman asked if the cost of tree removal will increase next year's budget. First Selectman Cahill stated that it is difficult to project an amount; \$10,000 was budgeted this year, \$40,000 of unspent funds from paving was applied to remove hazardous trees, and the Town continues to collaborate with the State and Eversource. There are currently ten pages of lists identifying trees which require removal.

Tax Collector: Vice-Chairman Brown reviewed the Report of the Tax Collector, which reported deposits for the month of November of \$2,326.55 in cash, \$8,565.88 in checks, and \$4,525.91 in online payments, for a total of \$15,418.34. Year to date the Town has deposited \$1,655,771.92 and received \$541,134.79 in online payments for a total of \$2,235,985.34. 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 \$2,231,600.03. The percentage of collection for the month of November is 56.41.

Motion: Perry Matchinis, seconded by Rick Matejka, to approve the Treasurer's Report. Motion carried unanimously.

To the question Perry Matchinis asked on the frequency of the deposits for fees the Town Clerk collects, Treasurer Rodriguez stated that the Town Clerk makes monthly deposits. She will check to ascertain whether the Town Clerk can use the same electronic deposit system as the Treasurer and the Tax Collector.

Treasurer: Treasurer Rodriguez requested three transfers.

Motion: Stan Crawford, seconded by Mike Higgins, to approve the following transfers: \$5.00 from #6010-07 Planning and Zoning Supplies to #6010-02 Planning and Zoning Legal Notices; \$450.00 from

\$6100-08 Building Inspector Supplies to #6100-10 Building Inspector Clerk; \$3100.00 from #6201.00 Road Paving to #6208 Tree Removal. Motion carried unanimously.

Board of Education: Chairman Rose Bisson reported for both the Hampton Elementary School and the Regional District #11 Board of Education.

The Hampton Elementary School Board of Education and Teachers' Association settled a two-year contract, which included language on five preparatory periods per week, a high deductible health insurance plan with 19% and 20% premium shares, and a 5.62% raise over two years, 2.8% the first year, and 2.82% the second. The contract was filed in the Town Clerk's Office on November 28, 2018 and is available for public inspection and subject to a challenge for a period of one month, though Chairman Bisson urged against this as the Town would incur the costs of the resultant arbitration. To questions raised on contract language, Chairman Bisson said there is nothing in the contract regarding class size or class combinations. She also reported that there are 93 students currently enrolled in the school. Ed Ademan said that he was impressed with the smooth process of the negotiations and with the Town's legal representation.

The Regional District #11 Board of Education has settled a contract with the Teachers' Association, though it has not been ratified yet so details cannot be divulged until the next meeting. Kathy Donahue asked if the enrollment report had been submitted to the State. Chairman Bisson stated that there are 236 students enrolled in grades 7 - 12, a figure which includes outplaced students. Kathy Donahue also asked if the school was hiring a Resource Officer and how that position would be funded. Chairman Bisson said that a public hearing would be held and that funding sources for the position wouldn't be considered until after the Board heard public opinion on the position.

Board of Finance Committees:

Fiscal Policy and Procedures Committee:

a. Committee Chairman Mike Higgins reported that the committee hasn't met since October and that the next meeting is scheduled for December 13, noting that the ordinance will address procedures for competitive bidding, not construction projects, as erroneously written in the Agenda. The committee will continue their review of the ordinances of area towns and discuss current practices with Town and school officials.

Correspondence: none.

Old Business:

- a. Hampton Elementary School Contract Negotiations: Reported under Board of Education.
- **b.** Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11: The *Budget VS. Actual Reports* of the Hampton Elementary School and Regional District #11 were distributed. The finance board directed the recording clerk to forward these to board members monthly and to provide one copy of each at the meeting.
- c. Report on Fire Department Construction Project: Deputy Chief Noel Waite distributed the *Fire House Addition Project Schedule of Value* dated November 2, 2018. Mr. Waite reported that the project is on schedule in terms of time and expense and is 90% completed. Electrical and mechanical systems will be finalized in the coming week and the minor plumbing required will be completed by members. The area in the back of the firehouse will not be paved as it is to be used for training grounds. An informational flyer will be delivered in the near future. Perry Matchinis suggested that it contain information on contributions through the Amazon Smiles Program.

New Business: none.

Citizen Comment: none.

Suggestions for Next Agenda:

Report on Fire Department Construction Project Regional District #11 Contract

Date, Time and Place of Next Meeting:

Regular Meeting on January 8, 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 7:44 p.m.

Respectfully submitted, Dayna McDermott Arriola Recording Clerk

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