

Town of Hampton  
Board of Finance  
Regular Meeting  
December 9, 2014  
7pm  
Hampton Town Hall Community Room

**Call to Order:** The meeting was called to order at 7:00 p.m.

Members Present: Jeff Clermont, Ed Adelman, Dan Meade, Penny Newbury, Rick Matejka

Alternates Present: Mike Higgins

Members/Alternates Absent: Nick Brown, Luciann Norton

Staff and others present: First Selectman Al Cahill, Treasurer Ellen Rodriguez, Hampton Elementary School Principal Elise Guari, Substitute Recording Clerk Dayna McDermott-Arriola, and a resident.

Chairman Clermont seated Mike Higgins for Nick Brown.

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Dan, seconded by Rick, to approve the November 18, 2014 Minutes as amended to include: listed as present *Treasurer Ellen Rodriguez*; and under Reports/Actions “\$450,000 for *replacement* of East Old Route 6” to “\$450,000 for *resurfacing* of East Old Route 6”. Motion carried unanimously, Penny abstaining.

**Presentations:**

Hampton Elementary School Principal Elise Guari read a correspondence from Hampton Elementary School Superintendent Corinne Bergland reporting on the acceptance and use of a security grant from the State, and requesting an additional \$28,656 from the school’s capital and non-recurring fund to complete the implementation of the school’s security plan. Elise noted that there were no looming issues that monies in the fund might need to address in the foreseeable future.

**Motion:** Penny, seconded by Mike, that the Board of Finance release \$28,656 from the school’s capital and non-recurring account for addressing security issues as part of matching funds from the State. Motion carried unanimously.

**Reports/Actions:**

**First Selectman:** Al reported that there is \$110,000 remaining in the WINCOG accounts, 2%, or \$2000, of which represents Hampton’s share, with a portion reserved for a period of time to cover potential unemployment claims resulting from the dissolution of WINCOG. Al also requested that the additional \$5000 budgeted, but not intended to be spent this term, to increase the First Selectman’s salary be applied to the Administrative Assistant’s salary to compensate for the additional hours necessary to assist in grant writing and the preparation of the Annual Report. After discussion that included the process of compensation for contracted grant writing, and the possibility of amending the Administrative Assistant’s job description to include these additional duties and hours, it was agreed by general consent that the discussion would be tabled until the next meeting with specific details on the additional hours proposed.

**Tax Collector:** Jeff read the Tax Collector’s Report for the month of November, 2014, which reported a total of \$22,690 in monthly proceeds, bringing the Year to Date collection to \$2,069,345, 56.41% of the fiscal year’s revenue, and that credit card duplicate applications, reduced to \$4333.85, should be completed by the end of December.

**Treasurer:** Ellen reported on a communication received from the Auditor indicating that the audit is being printed and an extension will not be necessary.

**Board of Education:** reported during Presentations.

**Board of Finance Committees:**

**HR Committee:** After discussion, it was decided to send a template to the Zoning Enforcement Officer and the Building Official as an initial step in developing a job description for the Zoning and Building Department Clerk/Office Manager.

Job descriptions were distributed for the positions of Recording Clerk: Inland Wetlands and Watercourses Agency, Recording Clerk: Board of Finance, and Assistant Tax Collector, and amended as follows:

**Recording Clerk of the Inland Wetlands and Watercourses:** under Supervision

Received/Exercised “This position is supervised by the First Selectman and the Chair of the *Board of Finance*” to “This position is supervised by the First Selectman and the Chair of the *Inland Wetlands and Watercourses Agency*”.

**Recording Clerk of the Board of Finance:** under Position Purpose: “the position is responsible for *coordinating* all BoF activities” to “the position is responsible for *working with the BoF and its Chairman to coordinate* all BoF activities”; and “The Recording Clerk is also the *clerical liaison*”. Penny noted that with these amendments the board members would have to be more responsible in accomplishing duties previously left to the Clerk.

**Assistant Tax Collector:** After much discussion concerning a lack of specificity, it was decided to leave as presented the phrase “to acquire such knowledge during a reasonable period of training” under Knowledge, Skills, Abilities. Ed suggested that the listed responsibility, to “fulfill duties of Tax Collector during his/her absence” requires a level of certification. It was agreed that Certified Connecticut Municipal Collector be included with the Minimum Qualifications. It was also noted that number of hours/week needs to be added. Penny was directed by the board to forward the job description to the Tax Collector and his Assistant for input.

**Fiscal Policy and Procedures Committee:** Jeff announced that the committee will meeting after the first of the year.

**Correspondence:** Jeff read a letter of resignation from BoF Recording Clerk Kathi Newcombe, noting the tremendous loss to the board.

**Motion:** Penny, seconded by Jeff, to accept with sincere sorrow the resignation of Kathi Newcombe. Motion carried unanimously.

**Old Business:**

**Audit RFP:** Tabled until Nick returns.

**New Business:**

**Recording Clerk Vacancy:** The board directed Jeff to meet with the First Selectman to develop an advertisement for the position to post on the Town website and in the local newspaper.

**2015 Meeting Dates:** Dan, who also serves as the Town’s Emergency Management Coordinator, requested that the board consider an alternate date since Emergency Management meetings conflict with BoF meetings. It was agreed that the first regular meeting of 2015 will follow the current schedule, the second Tuesday of the month, at which time the town and member calendars will be reviewed to set the 2015 schedule for the remainder of the year.

**Citizen Comment:** none.

**Suggestions for Next Agenda:**

- Audit RFP
- 2015 Schedule of Regular Meetings
- Discuss additional duties of Administrative Assistant
- Discuss allocation of \$5000 surplus from First Selectman’s salary line

- Fiscal Policy and Procedures Committee report
- Approval by Board of Selectmen of all job description proposals

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

January 13 at 7pm in the Community Room of Town Hall

**Adjournment:**

There being no further business to come before the Board, the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Dayna McDermott Arriola  
Substitute Recording Clerk