

Town of Hampton
Board of Finance
Regular Meeting
January 8, 2020
7:00 pm
Hampton Town Hall

Call to Order: The meeting was called to order at 7:07 p.m.

Members/Alternates Present: Kathy Donahue, Nick Brown, Diane Gagnon, Perry Matchinis, Kathi Newcombe, Stan Crawford and Alyssa Languth

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

Kathi Newcombe was seated for Lisa Sanchez. Alyssa Languth was seated for Ed Adelman.

Citizen Comments: none.

Motion: Approval of Minutes of December 10, 2019 Regular Meeting

There were some questions concerning certain statements and their attributions as well as the use of private tape recordings to review discussions at meetings.

Motion: Kathy Newcombe, seconded by Diane Gagnon, to table Approval of the Minutes. Motion carried unanimously, Perry Matchinis abstaining.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that the installation of the generator at Hampton Elementary School is complete. The project necessitated \$5,500 for a filled propane tank. He also reported on some issues with the school's septic system. The windows at the Community Center have been installed and insulated blinds will be installed later this week at Town Hall. First Selectman Cahill also announced that he has been re-elected as the Chairman of the Northeastern Connecticut Council of Governments.

Tax Collector: none.

Treasurer: Treasurer Rodriguez requested a transfer for the last fiscal year, explaining that the transfer was requested in November of 2018, yet never recorded in the Minutes, and that the Auditor needs the approved motion in order to complete the audit.

Motion: Nick Brown, seconded by Perry Matchinis, to transfer \$1600 from Contingency #7000 to Building Inspector Clerk # 6100-10 for fiscal year 2018-2019. Motion carried unanimously.

Treasurer Rodriguez also requested transfers for the current fiscal year. Vice-Chairman Donahue questioned the \$5310 for the Town Garage. First Selectman Cahill detailed the repairs the generator required. To Ms. Donahue's question on whether transfers are traditionally approved before the money is spent, Treasurer Rodriguez answered in the affirmative. Perry Matchinis noted that emergency spending requires a meeting of the finance board to be called, or the members to be polled, by the board clerk. Ms. Donahue also asked why the transfers requested were from Contingency rather than inter-department transfers. Treasurer Rodriguez said there was little to move from within departments. After discussion on whether cumulative or departmental transfers established the threshold for transfers prior to taxpayer approval, Vice-Chairman Donahue requested a written explanation from the Auditor. Treasurer Rodriguez also said she would prepare projections for transfers for the rest of the fiscal year.

Motion: Nick Brown, seconded by Diane Gagnon, to approve the following transfers: \$227 to #6000-06 Selectmen Supplies from #7000 Contingency; \$344 to #6003-03 Town Clerk Assistant from #7000 Contingency; \$148 to #6004 Town Counsel from #7000 Contingency; \$52 to #6010-04 DEP Land Use Fees from #6010-07 P&Z Supplies; \$172 to #6012-01 Board of Finance Administration from #7000 Contingency; \$586 to #Building Inspector Supplies/Expenses from #7000 Contingency; \$5310 to #6201-07 Town Garage and Generator Maintenance from # 7000 Contingency. Motion carried unanimously, Perry Matchinis abstaining.

Boards of Education: Vice-Chairman Donahue reported that the school boards will begin their budget preparation at their next meetings.

Board of Finance Committees:

Human Resource Committee: Vice-Chairman Donahue reported that the committee has not met as one of its members has been away since the last meeting.

By-Law Committee: Review and Approval of By-Laws

Kathi Newcombe explained that changes removed language repeated in the ordinance and the statutes governing the Board of Finance, and cited those references for use by the board members and the public. On Nick Brown's suggestion, the following amendment was made to the section Budgets: Per the provisions of Connecticut General Statutes Section 10-153d, the Hampton Elementary School and Regional District 11 Boards of Education shall notify the Board of Finance of upcoming teacher negotiations, and *a member of such Board of Finance shall be permitted to be present during negotiations pursuant to this section and shall provide such fiscal information as may be requested by the Board of Education.*

Motion: Perry Matchinis, seconded by Diane Gagnon, to approve the By-Laws as amended. Motion carried unanimously.

Other: none.

Correspondence: none.

Old Business:

- a. **Update on Access to BoF Email Account:** Vice-Chairman Kathy Donahue reported that neither the Administrative Assistant nor Brian Hathaway were available to resolve the issue. First Selectman Cahill said that Mr. Hathaway, who provides the Town's technical support, will be at the Town Hall on January 9.
- b. **Discussion on Equipping Meeting Room with a Sound System:** First Selectmen Cahill will discuss this as well with Mr. Hathaway.
- c. **Renewal of Certificates of Deposit:** After Treasurer Rodriguez reviewed the rates, it was decided by general consent that the current accounts provide the greatest returns and that the rates will be reviewed monthly with the renewal remaining as an agenda item.
- d. **Discussion of Current and Future Ambulance/Emergency Services (Possible Executive Session)**

First Selectman Cahill reported that questions remain as to which towns are participating in the shared services of the designated Primary Service Area. Vice-Chairman Donahue reported on a recent informational meeting in Scotland and that a proposal would be sent to Hampton for an arrangement between the two towns. Diane Gagnon requested that an ambulance be housed in Hampton. Members who attended the Special Town Meeting where the delivery of emergency services was addressed were in agreement that costs seem less important to residents than response time. Perry Matchinis asked for reassurance that once a plan was approved by the Selectmen, it would be brought before the Board of Finance for funding for the remainder of this fiscal year, and voted on by the legislative body. Mr. Cahill explained that there are levels of

approval, including the State, which mandates a town vote. He said that there has always been, and will always be, coverage and asked members to stop frightening elderly residents. Vice-Chairman Donahue said that was the impetus for having a special town meeting, to assuage residents' fears.

New Business:

- a. Budget Preparation: Letters of Request for Budget Proposals and Tentative Dates for Presentations:** Vice-Chairman Donahue directed the Recording Secretary to send the notice to town departments, boards, commission, committees and organizations requesting budget proposals and contributions to the Annual Report.

Motion: Nick Brown, seconded by Kathi Newcombe, to move item 8. c., Discussion of Board of Finance Response to Board of Selectmen, to item 8. b. Motion carried unanimously.

- b. Discussion of Board of Finance Response to Board of Selectmen**

Motion: Perry Matchinis, seconded by Diane Gagnon, to table the item until all finance board members are present, including the Chairman. Motion carried unanimously.

Motion: Perry Matchinis, seconded by Kathi Newcombe, to hear Citizens Comments as the next item. Motion carried unanimously.

Citizens Comments: none.

- c. Discussion of Legal Matters (Possible Executive Session)**

Motion: Kathi Newcombe, seconded by Perry Matchinis, to enter Executive Session at 8:22PM. Motion carried unanimously.

Present for the Executive Session: Kathy Donahue, Perry Matchinis, Nick Brown, Diane Gagnon, Kathi Newcombe, Alyssa Languth, Stan Crawford, and Al Cahill.

Public Session Reconvened at 8:50PM.

Additions to the Agenda: none.

Suggestions for Next Agenda:

Equipping Meeting Room with Sound System

Access to BoF Email Account

Review Rates for Certificates of Deposit

Discussion of Future Ambulance/Emergency Services (Possible Executive Session)

Budget Presentations

Schedule Dates for Budget Presentations

Board of Finance Response to Board of Selectmen

Discussion of Legal Matter (Possible Executive Session)

Date, Time and Place of Next Meeting: Regular Meeting on February 12, 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 9:03PM.

Respectfully submitted,
Dayna McDermott Arriola

Recording Clerk

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