

Town of Hampton  
Board of Finance  
Regular Meeting  
February 13, 2018  
7:00 pm  
Hampton Town Hall Community Room

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

Members/Alternates Present: Jeff Clermont, Ed Adelman, Perry Matchinis, Nick Brown, Mike Higgins, Dave Fowler, Stan Crawford, Kathy Donahue.

Staff and Others Present: First Selectman Al Cahill, Selectmen Bob Grindle, Fletcher Memorial Library Board Chairman Anne Christie, Fire Department Deputy Chief Noel Waite, Recording Clerk Dayna McDermott-Arriola

Chairman Clermont seated David Fowler for Rick Matejka and introduced newly appointed alternate Kathy Donahue.

**Citizen Comments:** none.

**Approval of Minutes:**

**Motion:** Ed Adelman, seconded by Perry Matchinis, to approve the January 9, 2017 Meeting Minutes. Motion carried 5-0, Mike Higgins abstaining.

**Budget Presentations:**

**Fletcher Memorial Library:** Board Chairman Anne Christie presented the library's budget request of \$34,745, an amount level with the previous year. The packet distributed included: a summary of the library's increases in donations, fundraising revenue, events and programs, and patrons, which has risen 10% with 3000 adults and 600 children visiting the library in 2017; a Profit & Loss Budget Overview; a review of the programs and events the library sponsored in 2017; and a 5-Year Plan for facility improvements ranging from inexpensive repairs accomplished through volunteer efforts to the most significant, though not immediate item, replacement of the roof at an estimated cost of \$12,000. When asked for a "Wish List", Chairman Christie listed a gazebo and the addition of an exhibit room to facilitate special programs. Perry Matchinis apprised every one of the library's inclusion on Amazon Smiles.

**Fire Department:** Deputy Chief Noel Waite distributed and presented the Fire Department's budget proposal, which has increased to \$63,825, a 1.5% increase over last year, largely due to cost increases from Frontier and Eversource. He concurred with Perry Matchinis' suggestion to seek an alternate supplier for electricity. The \$2000 increase in Truck Maintenance is due to the condition of older trucks, Deputy Chief Waite explained, and reduction of funding for other line items will not adversely affect the safety of members or residents. He also updated the finance board on the building project discussed last year, which the Department hopes to begin this spring. Estimated costs are closer to \$500,000 than previously reported because of the need to expand the addition to accommodate an enlarged door. Nick Brown asked if grant funding was available for the project. First Selectman Cahill said that the Town is eligible for grants for equipment, but not buildings. Funding for the project will require a Town Meeting.

**Registrar of Voters:** Dayna McDermott Arriola distributed the Registrars of Voters' budget proposal of \$29,092, a decrease of 4.7% over last year, due to the completion of 75% of the State's certification requirements for Registrars. She explained that the budget is based on projected voting events; in FY2018-2019 the Registrars anticipate a State Election, two State Primaries, and four referenda. There was discussion among board members of the value of approving local budgets at referendum versus Town Meeting, the method employed last year for

the first time in more than a decade. Members acknowledged that while there is cost savings in adopting budgets at Town Meetings, referenda generate greater voter participation.

### **Reports/Actions**

**First Selectman:** First Selectman Cahill reported that the Town Government budget, which is being developed, will reinstate capital accounts and wage adjustments for Town employees. The Selectmen also intend to finance facility improvements at the Community Center. The Selectmen are waiting for insurance bids, but this year's budget will begin to reallocate workmen's compensation costs based on the history of the claims. In researching records, the Town Clerk determined that there is no documentation evidencing the origin of the Town's participation in the State's Circuit Breaker Program. First Selectman Cahill reminded members that while the Town has committed to offering this tax abatement to qualifying senior citizens and disabled residents this year, a decision must be made regarding its continuation as the State is no longer contributing 50%, or \$19,000, of the funding. First Selectman Cahill announced that the State has accepted the Report of the Dissolution Committee, and that the other Selectmen will continue to sign District #11 checks in his stead, reiterating his previously stated opposition to the committee's decision.

The Board reviewed the audit distributed to members. Dave Fowler stated that while he is pleased that the Town's net worth has increased, he was concerned that two items remained unverifiable in the financial reporting of the Recreation Commission and the Building Department. First Selectman Cahill explained that the Town Treasurer has since assumed the fiscal responsibilities of the Recreation Commission, and that the Selectmen are in the process of hiring a clerk for the Building Department. By general consent, it was agreed that, due to minor errors, a procedure would be established next year for editing the audit prior to its completion.

**Tax Collector:** Chairman Clermont reviewed the Tax Collector's Report, which reported deposits for the month of January of \$6,952.01 in cash, 1,331,740.73 in checks, and \$23,515.85 in online payments, for a total of \$1,362,208.59 through February 2, 2018. Year to date, the Town has deposited \$3,692,882.44 and received \$128,500.42 in online payments for a total of \$3,841,618.17. The Town has paid \$89.66 in refunds and bounced checks amounting to \$2,037.68, leaving a net collection of \$3,839,490.83.

**Treasurer:** none.

**Board of Education:** none.

**Board of Finance Committees:**

**HR Committee:** none.

**Fiscal Policy and Procedures Committee:** none.

**Correspondence:** Chairman Clermont reviewed the responses he received from various departments regarding their budgets. Future presentations will be scheduled accordingly. He also reviewed a correspondence from the Office of Policy and Management, to which First Selectman Cahill said the Treasurer has already responded.

### **Old Business**

**Review Board of Finance By-Laws:** tabled.

### **New Business**

#### **Annual Report:**

Perry Matchinis reminded members that the Annual Report is the Board of Finance's statutory responsibility. The Administrative Assistant is currently collecting and compiling the reports of the

Town's boards, departments, commissions and committees; by general consent, it was agreed that the Finance Board's Clerk will proof the final copy prior to publication.

**Fire Department Building Addition:**

First Selectman Cahill reported that though the Town does not qualify for a USDA grant, and STEAP grants are no longer an option for small towns, the Town has the capacity to finance the project. He reiterated the need for the addition, adding that the project would include the new roof and the siding which are also needed. Stan Crawford and Mike Higgins added that it would behoove the Town to use some of the money in accounts so that the State would stop penalizing the Town for its fiscal solvency. Ed Adelman suggested that a presentation from the Fire Department was necessary prior to the Town Meeting.

**Citizen Comment:** Kathy Donahue suggested that Regional District #11 present their budget to the Board of Finance. An invitation will be sent to the administration.

**Suggestions for Next Agenda:**

Budget Presentations: Planning & Zoning Commission, Tax Collector, Town Clerk, and Treasurer  
Informational Meeting on Fire Department's Funding for Building Project  
Discussion of Circuit Breaker Program

**Date, Time and Place of Next Meeting:** March 13, 2018 at 7 p.m. in the Community Room at Town Hall.

**Adjournment:**

There being no further business to come before the Board, the meeting adjourned at 9:00 p.m.

Respectfully submitted,  
Dayna McDermott Arriola  
Recording Clerk

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

