

Town of Hampton  
Board of Finance  
Regular Meeting  
March 12, 2019  
7:00 pm  
Hampton Town Hall

**Call to Order:** The meeting was called to order at 7:04 p.m.

Members/Alternates Present: Jeff Clermont, Nick Brown, Perry Matchinis, Rick Matejka, Kathy Donahue, Kathi Newcombe, Stan Crawford

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Board of Education Chairman Rose Bisson, Hampton-Chaplin Ambulance Corps President Joan Marquis, Recording Clerk Dayna McDermott-Arriola.

Chairman Clermont seated Kathy Donahue for Mike Higgins and Stan Crawford for Ed Adelman.

**Citizen Comments:** Board of Education Chairman Rose Bisson asked to address the various school reports at the start of the Meeting.

Chairman Bisson reported that the Hampton Elementary School recently commissioned EastConn to conduct two studies. As a result of the report on financial procedures, which cost \$800, the Board of Education determined that the school does not require a Business Manager to oversee the school's finances. The report on the number of school buses needed, which was free, concluded that the routes cannot be completed in less than an hour by only two buses. Kathy Donahue asked if the study considered every student in the school in assessing the routes, or just those riding the bus. Chairman Bisson said she would obtain that information.

Chairman Bisson stated she was uncertain as to why the State Department found the district in non-compliance with the Minimum Budget Requirement, but that the school relies on the most current information when calculating the amount.

Chairman Bisson reported that neither the elementary school board, nor the Regional District #11 Board of Education has completed a budget, though she expects both boards to adopt their respective proposals at meetings this month.

Chairman Clermont stated that monthly financial statements were received from Hampton Elementary School, but not RD#11. Chairman Bisson said she would inform the RD#11 administration that the finance board is seeking current financial information.

**Approval of Minutes:**

**Motion:** Nick Brown, seconded by Perry Matchinis, to approve the February 26, 2019 Special Meeting Minutes. Motion carried, 5-0, Rick Matejka abstaining.

**Budget Presentations:**

**Hampton-Chaplin Ambulance Corps:** President Joan Marquis reported on the Corps' budget request, which represents an approximate \$60,000 increase to ensure 24 hour coverage; options, such as using an EMS or ambulance service, are far more costly than paying Corps members for responses and for on-call availability. The same proposal was presented to the Town of Chaplin. First Selectman Cahill noted that NECOG has been collecting information to develop business plans for ambulance services in the region. To a question on revenue, Ms. Marquis noted that insurance reimbursement is minimal as it is mostly through Medicare. Selectman Grindle noted that the increase in funding would come with the expectation of an increase in fiscal accountability, and Kathy Donahue added that taxpayers expect the Finance Board to provide financial oversight. Ms. Marquis will send the budget proposal to the Treasurer.

**Recreation Commission:** tabled.

**Building Department:** tabled.

**Inland, Wetlands & Watercourses Agency:** Member Stan Crawford distributed the IWWA's budget request, noting that the only change was in mileage to correct a calculation error.

**Seniors:** Member Stan Crawford reported that the request is the same as the current year.

**Registrars of Voters:** Registrar Dayna Arriola presented the Registrars' of Voters request which funds four referenda, a Municipal Election and Presidential Primaries for FY2019-2020.

### **Reports/Actions**

**First Selectman:** First Selectman Cahill reported that the budget is nearly complete, with increases for tree removal, the Capital & Non-recurring Account for Building Maintenance, the Building Department Clerk, 2% raises for all Town employees and salary adjustments for the First Selectman, the Assessor, and the Treasurer. Selectman Grindle spoke in support of the 10.96% increase to the First Selectman's salary, which is still less than Chaplin and Scotland, and First Selectman Cahill explained that the Assessor would be assuming the duties of the department's Clerk. Kathy Donahue asked for information on comparisons and the hourly rate of the Treasurer. Mr. Cahill reported on the need to replace the generator at the Hampton Elementary School. Discussion ensued as to the possibility of securing grants for the replacement, and the necessity of the expense for equipment at a school that might not be used in a few years, depending on State regionalization efforts and the continuing decline in population. Mr. Cahill reiterated that as Town property, the facility needs to be protected, regardless of its use. There was some discussion on funding through the Town, or the school's budget or CNR account. Mr. Cahill also reported that the phone system is in the process of installation, and that the Town has applied for LOCIP funds of approximately \$33,000 to pave Windy Hill. Kathi Newcombe questioned the increase to the Grand List. Revaluation and new businesses on Route 6 have resulted in a 5.5% increase. She also questioned the progress of the proposed solar panel farm. Mr. Cahill responded that the company is focusing on larger projects. Kathy Donahue suggested that the Town postpone taxpayer approval of the Board of Education's budget until the State determines the Minimum Budget Requirement.

**Tax Collector:** Chairman Clermont reviewed the Report of the Tax Collector for the month of February, which reported deposits of \$3,540.81 in cash, \$103,465.38 in checks, and \$26,984.71 in online payments, for a total of \$133,923.18. For year to date totals, the Town deposited \$3,264,890.30 and received \$605,998.20 in online payments for a total of \$3,909,995.65. The \$700.60 in refunds and \$3,873.01 in bounced checks, and \$589.10 in bounced credit card ECH Checks, left a net collection of \$3,904,832.94. The percentage rate of collection is 98.6%.

**Motion:** Rick Matejka, seconded by Kathy Donahue, to accept the Reports of the Tax Collector. Motion carried unanimously.

**Treasurer:** none.

**Board of Education:** reported at beginning of meeting.

**Board of Finance Committees:** none.

**Other:** First Selectman Cahill reported that the Town's assessment for RD#11 is 23.55%, with Chaplin's assessment at 39% and Scotland's at 37%.

**Correspondence:** none.

### **Old Business:**

- a. **Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11:** Chairman Clermont stated that he received the financial statements from Hampton Elementary School for this month, but not from Regional District

- #11. Kathi Newcombe questioned why Regional District#11 doesn't send financial information electronically. Reportedly, the information is printed and hand delivered.
- b. **Report on Fire Department Construction Project:** First Selectman Cahill reported that members continue to work toward completion, though the gutters, a final step, are not yet in place.
  - c. **Discussion of State Department Notice of MBR Non-Compliance:** Copies of the notification from the Department of Education, including the calculations, were distributed. **Motion:** Kathy Donahue, seconded by Stan Crawford, to contribute \$2,122 from the undesignated funds to satisfy the 2018-2019 Minimum Budget Requirement. Motion carried unanimously.

**New Business:**

- a. **Hampton Elementary School FY2019-2020 Budget Proposal:** tabled.
- b. **RD#11 FY2019-2020 Budget Proposal:** tabled.
- c. **Annual Report of the Board of Finance:** tabled.

**Citizen Comment:** Chairman Clermont suggested calling a special meeting to tender his resignation in the event of the sale of his property and eventual move from town. Discussion ensued regarding the process of filling the vacancy.

**Suggestions for Next Agenda:**

Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11

Report on Fire Department Construction Project

Hampton Elementary School FY2019-2020 Budget Proposal

RD#11 FY2019-2020 Budget Proposal

Annual Report of the Board of Finance

Budget Presentations: Town Clerk, Treasurer, Recreation Commission, and Building Department

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

Regular Meeting on April 9, 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 8:50 p.m.

Respectfully submitted,  
Dayna McDermott Arriola  
Recording Clerk

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



