

Town of Hampton
Board of Finance
Regular Meeting
April 14, 2015
7pm
Hampton Town Hall Community Room

Call to Order: The meeting was called to order at 7:03 p.m.

Members Present: Jeff Clermont, Ed Adelman, Dan Meade, Nick Brown

Alternates Present: Stan Crawford

Members/Alternates Absent: Penny Newbury, Rick Matejka, Luciann Norton

Staff and Others Present: First Selectman Al Cahill, Selectmen Bob Grindle and Michael Chapel, Treasurer Ellen Rodriguez, HES Board of Education Chairman John Burnham, Planning & Zoning Commission Chairman Kevin Grindle, Recording Clerk Dayna McDermott-Arriola, and residents. Chairman Clermont seated Stan Crawford for Penny Newbury.

Citizen Comments:

Kathy Donahue raised concerns regarding the division of costs, and lack of corresponding documentation, for the Central Office Service Agreement between Parish Hill Middle/High School and Chaplin Elementary School. Kathy also questioned the ending balance of \$676,262 for Regional District #11 for FY2013-14, and an anticipated \$345,000 for FY2014-15; and ending balances of \$94,716 for FY2012-13 and \$67,789 for FY2013-14 for the schools' Central Office.

Approval of Minutes

Motion: Ed, seconded by Dan, to approve the March 10, 2015 Minutes. Motion carried unanimously, Stan abstaining.

Motion: Ed, seconded by Nick, to approve the March 23, 2015 Minutes. Motion carried unanimously, Dan abstaining.

Ed raised the subject of amending the meeting Minutes to reflect the amendments made when the Minutes are approved. It was agreed to discuss this further at the next meeting.

Presentations:

Kevin Grindle, Planning & Zoning Commission Chairman, explained the internal and external benefits of the town's purchase of a digital scanner. The scanner would enable the PZC to inventory parcels, to utilize the tools NECOG provides, and to digitally archive documents. Town Officials and Departments would have electronic access to the digital archives, as would residents. Fees charged for full scale prints of records, plans, maps, and blueprints would contribute to the operational costs. According to Kevin, the task of archiving the approximate 2000 existing documents would take approximately 167 hours to complete, and could be accomplished by high school students, community volunteers, and administrative assistants and clerks from town departments. The anticipated life expectancy of the scanner is at least 8-10 years, and according to the sales representative, a maintenance contract should not be necessary. Stan questioned the Town's capacity to store the data, and Al assured that the Town server is constantly upgraded. Stan also inquired as to training for use of the scanner, and Kevin said that training sessions, which would involve Town Hall Officials, are included with the purchase of the scanner. Stan noted that other departments could access NECOG data through the scanner. Nick asked for an estimate on the number of new documents that would be processed each year. Kevin estimated less than 100 new documents per year, although the primary residential use would be reproducing documents.

Reports/Actions

First Selectman: Al reported that the Town will be reimbursed \$10,000 for snow removal during a winter storm that the State has deemed a “disaster”, and will receive \$1,750 from CIRMA.

Tax Collector: Jeff reviewed the report of the Tax Collector which reported net proceeds of \$36,778.98 for the month of March, and \$3,634,779 year to date.

Treasurer: Ellen requested the following transfers: \$1043.74 from Town Hall Telephone #6013-06 to Town Garage Oil #6013-08; \$9905.76 from Town Garage Principal #8100-00 to Road Maintenance #6201-01; \$3297.65 from Town Garage Principal #8100-00 to Contingency #7000; \$264.43 from Treasurer Payroll Service Fees #6005-07 to Treasurer Computer/Supplies #6005-02; \$168.02 from Town Garage Principal #8100-00 to Treasurer Computer/Supplies #6005-02; \$591.92 from Town Garage Principal #8100-00 to Treasurer Computer Support #6005-04.

Motion: Dan, seconded by Nick, to approve the Treasurer’s requests for transfers. Motion carried unanimously.

Board of Education: no report.

Board of Finance Committees:

HR Committee: no report.

Fiscal Policy and Procedures Committee: no report.

Correspondence: Jeff relayed Penny’s question during discussion on the Town Government Budget.

Old Business

Audit RFP: The Town has not received any responses as of yet; the response date is April 23.

New Business:

Discuss and Approve Hampton Elementary School Budget Proposal

Motion: Nick, seconded by Dan, to approve the Hampton Elementary School Budget Proposal. Motion carried unanimously.

Discuss and Approve Town Government Budget Proposal

Al reported that the Selectmen at their last meeting voted to increase the line item for tree trimming from \$6000 to \$10,000 based on the work that needs to be done, and to reinstate \$20,000 to the Capital and Non-Recurring Account for Trucks and Equipment. Penny asked for clarification on the use of the account and Al explained that it covers all Public Works equipment. Nick questioned the need for raising the amount from the \$15,000 of previous years to the \$20,000 requested. Al responded that the rising costs of equipment necessitate the increase. Currently, there is a balance of \$36,000 in the account. After discussion, it was agreed to reduce the amount budgeted for the scanner by half, or \$4,500, by applying monies from the Town Clerk’s grant towards its purchase, and to reduce the budget accordingly.

Motion: Stan, seconded by Nick, to reduce the proposed amount for the purchase of the scanner by \$4,500. Motion carried unanimously.

Motion: Nick, seconded by Dan, to approve the Town Government Budget Proposal as amended. Motion carried unanimously.

Set Date and Time for Public Hearing on Budgets: The Public Hearing will be held on April 28, 2015 at 7 p.m. in the Community Room at Town Hall.

Discuss and Act on Dairy Abatement: Jeff reviewed the Tax Collector’s recommendation for the Dairy Abatement, which must be approved by both the Boards of Finance and Selectmen.

Motion: Nick, seconded by Dan, to approve the Dairy Abatement. Motion carried unanimously.

Citizen Comment: none.

Suggestions for Next Agenda:

- Discussion on Amending Minutes
- Discussion on Concerns Raised Regarding Central Office Costs

Date, Time and Place of Next Meeting:

Special Meeting immediately following Public Hearing of April 28 in the Community Room at Town Hall.

Regular Meeting on May 12 at 7 pm in the Community Room of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 8:03 p.m.

Respectfully submitted,

Dayna McDermott Arriola
Recording Clerk