

Town of Hampton  
Board of Finance  
Regular Meeting  
April 9, 2019  
7:00 pm  
Hampton Town Hall

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

**Members/Alternates Present:** Nick Brown, Perry Matchinis, Rick Matejka, Ed Adelman, Kathy Donahue, Kathi Newcombe, Stan Crawford

**Staff and Others Present:** First Selectman Al Cahill, Selectman Bob Grindle, Board of Education Chairman Rose Bisson, Vice-Chairman Mark Becker, and Business Coordinator Sally Lehoux, Town Clerk Leslie Wertam, Recreation Commission member Gay Wagner, Fletcher Memorial Library Board Chairman Anne Christie, and Recording Clerk Dayna McDermott-Arriola.

Vice-Chairman Nick Brown read a letter from Chairman Clermont relaying information for the meeting and his intent to resign.

**Motion:** Perry Matchinis, seconded by Rick Matejka, to seat Kathy Donahue for Mike Higgins and Kathi Newcombe for Jeff Clermont. Motion carried unanimously.

**Citizen Comments:** none.

**Approval of Minutes:**

**Motion:** Kathy Donahue, seconded by Rick Matejka, to approve the March 12, 2019 Meeting Minutes. Motion carried, 5-0, Ed Adelman abstaining.

**Budget Presentations:**

**Town Clerk:** Town Clerk Leslie Wertam distributed her budget request, level with the current year, though the State has allocated an additional \$1000 for the Preservation Grant.

**Recreation Commission:** Member Gay Wagner reviewed the commission's plan for programs and presented the budget proposal, which includes a \$5,150 increase for the possible revival of youth sports.

**Building Department:** tabled.

**Treasurer:** Treasurer Rodriguez distributed *Hampton Town Treasurer Scope of Duties and Finance Department Salary Comparisons* in response to the board's request for information on the Selectmen's suggestion of a 20.13% salary adjustment for the Treasurer. Kathy Donahue requested more information on the number of hours worked and benefits included in the salary comparisons, as well as the amount of salary adjustments made in the last decade, noting that other Town employees realized only cost-of-living increments in the recent past. Both she and Perry Matchinis voiced concern over the amount of the raise during the current economic climate.

**Reports/Actions**

**First Selectman:** First Selectman Cahill reported that over 300 hazardous trees have been removed and that the Town is accepting bids for the summer paving projects. He announced that the Tax Collector has accepted a position in another town and will fulfill her duties until her term expires at the next municipal election. Her assistant will cover office hours here as well; the funding of compensation for that position is yet to be determined. The contingency fund will continue to cover the shortage for the Building Department Clerk. First Selectman Cahill also announced that he was elected Chairman of NECOG, and that he has received no further information from the State on municipal funding for the coming fiscal year.

Library Board Chairman Anne Christie apprised the finance board of developments with the library's construction project. After soliciting four bids, the lowest estimate is approximately \$56,900, with an additional \$1,000 needed for lighted exit signs, per the Fire Marshal. The library's fund drive has thus far

garnered approximately \$23,000 toward their goal of \$25,000, leaving an anticipated balance of \$34,751. The library board is asking for the Town to fund the remaining \$25,000, with their own account covering any unforeseen costs. First Selectman Cahill stated that this could be one of the referendum questions.

**Tax Collector:** Vice-Chairman Brown reviewed the Report of the Tax Collector for the month of March, which reported deposits of \$3,772.47 in cash, \$21,147.01 in checks, and \$11,503.77 in online payments, for a total of \$36,380.39. Year to date, the Town has deposited \$3,286,037.31 and received \$617,501.97 in online payments, for a total of \$3,946,376.04. The \$700.61 in refunds and \$3,873.01 in bounced checks, and \$589.10 in bounced credit card ECH Checks, leaves a net collection of \$3,941,231.32. The percentage rate of collection is 99.69%.

**Motion:** Perry Matchinis, seconded by Kathy Newcombe, to accept the Reports of the Tax Collector. Motion carried unanimously.

**Treasurer:** Treasurer Rodriguez requested three transfers.

**Motion:** Kathy Donahue, seconded by Kathi Newcombe, to approve the following transfers: \$900 to #6100-10 Building Inspector Clerk from #7000 Contingencies; \$1500 to #6201-01 Road Maintenance from #6201-00 Road Paving; \$550 to # 6010-02 P & Z Legal Notices from # 6010-08 P & Z Legal/Engineering. Motion carried unanimously.

Treasurer Rodriguez also informed the board that Certificates of Deposit for various organizations are maturing and will be rolled into 20-month CDs, currently at a 3% interest rate, on April 28. She also stated that the Grand List has increased by \$207,352, or 5.19%, resulting in a 27.55 mill rate with the current budget proposal and information from the State. Treasurer Rodriguez reminded the finance board of the statutory need to appoint the auditor.

**Motion:** Kathy Donahue, seconded by Perry Matchines, to add to the Agenda under New Business Item 8.e: Appointment of Auditor. Motion carried unanimously.

**Board of Education:** Vice-Chairman Mark Becker distributed a packet on the *Parking Lot/Playground Repair and Generator Replacement Proposal* containing information on the need to repair the elementary school parking lot and playground, plans and estimates for these projects, the necessity of replacing the school's generator and one estimate on its cost. The Board of Education also requested that the Board of Finance grant \$200,000 from the General Fund to support the paving of the parking lot and the new generator, with the school funding the repair of the playground through its capital account and existing budget. Kathy Donahue asked for detailed cost estimates and asked if the projects could be accomplished in phases; First Selectman Cahill answered in the affirmative, and to Perry Matchinis' question as to the Town providing oversight of the projects. Mr. Matchinis suggested that the \$17,000 surplus the school was denied this year due to their belated request could be used along with the existing amount in their capital account to purchase the generator. Stan Crawford questioned the need to repair the entire parking lot. Mr. Becker explained that as a public lot, it is fully used for events like the Annual Town Meeting. The school board will return with additional information.

**Board of Finance Committees:** none.

**Other:** none.

**Correspondence:** none.

**Old Business:**

- a. **Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11:** Vice-Chairman Brown reported that Chairman Clermont received the Profit & Loss sheet from Regional District #11. Kathy Donahue stated that she expects to receive that information prior to the meeting. She said that the absence of financial

information available from the regional school board results in a lack of fiscal oversight, noting that an RD#11 board member received compensated for a position at the school for five years in violation of State statute. Mrs. Donahue said she doesn't think the Board of Finance should need to file Freedom of Information requests to obtain financial material, but that perhaps it's time to file a complaint with the Commission or the Office of Policy and Management.

- b. Report on Fire Department Construction Project:** First Selectman Cahill reported that construction is complete.

#### **New Business:**

- a. Hampton Elementary School FY2019-2020 Budget Proposal:** Chairman Bisson distributed the Board of Education's approved budget. A proposal level with the current year's spending plan, the budget includes an 8% raise for the Principal, an increase from 14 to 44 days a year for the Director of Special Education, and increases in technology, books for classroom libraries, and instructional supplies to equip another half day pre-school classroom if necessary. Kathy Donahue asked if combining classes was considered, and Chairman Bisson responded that, while the budget allows for a teacher for each grade level, discussion on combining classes is planned for their next meeting. Perry Matchinis questioned the need for three buses to transport the school's 93 students and the efficiency of the bus routes. Kathy Donahue asked to see the routes developed by EastConn in their recent study. Chairman Bisson responded that EastConn did not provide a written report, but after a majority of board members expressed interest in the subject, Chairman Bisson said she would look into it.
- b. RD#11 FY2019-2020 Budget Proposal:** Chairman Bisson did not have the board's approved budget to distribute. First Selectman Cahill reported that the proposal represents a .9% increase, and Treasurer Rodriguez provided Hampton's assessment of \$1,514,185, a 2.2% decrease due to a drop in student enrollment. Kathy Donahue expressed frustration over the lack of financial documentation regarding the budget, a concern reiterated by other finance board members. Having attended the meeting when the RD#11 board approved their budget, First Selectman Cahill and Mrs. Donahue reviewed aspects of the spending plan, including Hampton's assessment of 23%, and announced that the tri-town referendum was scheduled for May 7. Chairman Bisson said that questions concerning the budget could be raised at the Public Hearing, where budgets would be distributed, scheduled for May 6.
- c. Annual Report of the Board of Finance:** The 2017-2018 Annual Report of the Board of Finance was distributed.  
**Motion:** Rick Matejka, seconded by Perry Matchinis, to approve the 2017-2018 Annual Report of the Board of Finance. Motion carried, 5-0, Kathi Newcombe abstaining.
- d. Set Date and Time for Public Hearing**  
**Motion:** Kathy Donahue, seconded by Kathi Newcombe, to hold a Public Hearing on May 14, 2019 at 7PM. Motion carried unanimously. The Regular Meeting will be scheduled to convene at 7:15PM on May 14.  
There was discussion on presenting a budget and setting a mill rate without complete information on State revenue, and postponing a vote on the elementary school budget until the Minimum Budget Requirement and Education Cost Sharing grants were established. After discussion on the need for definitive figures, and a plan for coverage, from the Ambulance Corps, it was agreed by general consent to schedule a Special Meeting on April 23 to review budget information for the Ambulance Corps and the Building Department, as well as to accept the resignation of Jeff Clermont from the Board of Finance and to appoint a new member to replace him.

**e. Appointment of Auditor**

**Motion:** Kathy Donahue, seconded by Perry Matchinis, to appoint Stephen Hopkins as Auditor for the next fiscal year. Motion carried unanimously.

**Citizen Comment:** none.

**Suggestions for Next Agenda:**

Budget Presentations: Building Department and Ambulance Corps  
Appoint New Member to Board of Finance

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

Special Meeting on April 23, 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 9:11 p.m.

Respectfully submitted,  
Dayna McDermott Arriola  
Recording Clerk

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



