

Town of Hampton
Board of Finance
Regular Meeting
June 9, 2021
7:00 PM

Call to Order: The meeting was called to order at 7:01 PM.

Roll Call: Kathy Donahue, Diane Gagnon, Ed Adelman, Jessie Samios, Kathi Newcombe, Stan Crawford.

Staff and Others Present: First Selectman Allan Cahill (7:41), Selectman Bob Grindle, Recording Secretary Dayna McDermott-Arriola.

Seating of Alternates:

Motion: Diane Gagnon, seconded by Jessie Samios, to seat Kathi Newcombe for Judy Buell and Stan Crawford for Nick Brown, as requested. Motion carried unanimously.

Citizen Comments: none.

Presentations: none.

Approval of Minutes

Motion: Jessie Samios, seconded by Diane Gagnon, to approve the Minutes of the May 10, 2021 Special Meeting. Motion carried unanimously.

Motion: Jessie Samios, seconded by Diane Gagnon, to approve the Minutes of the May 12, 2021 Regular Meeting. Motion carried unanimously.

Motion: Kathi Newcombe, seconded by Diane Gagnon, to approve the Minutes of the May 20, 2021 Special Meeting. Motion carried unanimously.

Motion: Kathi Newcombe, seconded by Diane Gagnon, to approve the Minutes of the June 1, 2021 Special Meeting. Motion carried unanimously.

Motion: Kathi Newcombe, seconded by Diane Gagnon, to approve the Minutes of the June 1, 2021 Public Hearing. Motion carried unanimously. Chairman Donahue will attach the correspondence from the Seniors Organization to the Minutes.

Reports/Actions

First Selectman: First Selectman Cahill reported on information he just received on State grants, noting that the amounts the Town can expect to receive seem mostly the same as the current year. He detailed the coverage for the extended warranty on the backhoe, for which the Selectmen recently solicited quotes, and will request funds for the purchase of the trenching bucket when the invoices are received. He explained that \$100,213, which constitutes Hampton's share of Regional District #11's surplus from 2019-2020, will be deducted from the 2020-2021 final payment to RD#11. He also reported on the recent tax sale.

Tax Collector: Chairman Donahue has not yet received the Tax Collector's monthly report.

Treasurer: Treasurer Rodriguez requested several transfers. To the question on the \$1,261 transferred to Town Maintenance, Mr. Cahill explained that some of the funding for the replacement of the water pump and system last fall came from that line item. Jessie Samios asked if the finance board approved amounts that were already transferred. Chairman Donahue explained that, according to the auditor, transfers within departments do not require the approval of the Board of Finance but are included in order to keep members apprised, adding that transfers from Contingency require approval from the finance board.

Motion: Stan Crawford, seconded by Diane Gagnon, to approve the following transfers: \$650 to #6003-02 Town Clerk Land Records from #6003-10 Town Clerk Legal Notices; \$20 to #6006-05 Assessor Professional from #6006-04 Assessor Education; \$78 to #6007-02 Town Hall Water from #7000 Contingency; \$1261 to #6007-03 Town Hall Maintenance from #7000 Contingency; \$920 to #6009-02 Election Other Worker's Pay from #7200 Covid Expenses; \$500 to #6010-00 P & Z Clerk from #6010-02 P & Z Legal Notices; \$170 to #6013-17 Community Center Supplies from #6013-15 Community Center Cleaning; \$630 to #6100-10 Building Inspector Clerk from #7000 Contingency; \$140 to #6201-07 Town Garage Maintenance from #6201-03 Road Maintenance Payroll Overtime; \$235 to #6300-00 Sanitation Transfer Station from #6300-01 Sanitation Payroll; \$300 to #6300-06 Sanitation MIDNEROC from #6300-01 Sanitation Payroll. Motion carried unanimously.

Boards of Education:

Hampton Elementary School: Chairman Donahue reported that estimates on State funding only just received prior to the meeting were only just reviewed and will require review.

Regional District #11: Correspondence sent to RD#11 from the First Selectmen of all three towns (attached) was distributed regarding the school's unspent funds and the statute that dictates the return of the surplus to the district towns. Hampton's share of the 2019-2020 surplus is \$100,213, an amount to be deducted from the final payment to RD#11. The letter states that after a review of audits dating from 2011 to present, the towns waive claim to \$130,974, the unassigned balance the district will retain due to the difficulty of determining the source and the amount due each town. Chairman Donahue noted that the district is allowed to keep up to 1% of its annual budget for the fiscal year in a capital account. To Jessie Samios' question on the disposition of the current year's surplus, Ms. Donahue stated that it would be dispersed after the audit was complete; the Superintendent anticipates a \$250,000 to \$300,000 surplus this year. She also reported that neither the surplus nor the correspondence from the Selectmen were discussed at the RD#11 Board of Education meeting, and that the Chairman stated that the board will be reporting more information, such as enrollment and assessments, on the district's website.

Board of Finance Committees

Policies and Procedures Committee: Chairman Donahue reported that the auditor has reviewed the draft versions of the *Budget Management Policies and Procedures for Town Agencies* and *Accounting Policies and Procedures* and has contributed many notes, which the committee will review.

Review and Possible Action on Approval of *Budget Management Policies and Procedures for Town Agencies*: (see above)

Correspondence: Chairman Donahue reiterated that the First Selectman forwarded the recently received proposals on the State's grant funding.

New Business

- a. **Appointment of Committee to Review Fire Department Length of Service Award Deficit and Funding:** Chairman Donahue appointed volunteers Nick Brown, Kathi Newcombe, and herself to the committee, stating that the committee will forward information to the board as it is received. Ed Adelman noted the importance of working in consort with counsel, and Chairman Donahue explained that the committee will review the documents prior to meeting with the attorney. She added that the \$50,000 budgeted for the line item that funds the Length of Service Award would not be deposited into the account until questions were answered.

Old Business

- a. **Discussion of Request for Proposal for Town Auditor:** Chairman Donahue reported that the

Treasurer has sent the Requests for Proposals and thanked Nick Brown for his assistance.

b. **Update on Accounting Policies and Procedures:** (see above)

c. **Discussion and Possible Action on FY2021-2022 Municipal Budget**

First Selectman Cahill reported that the renewal of the trucking contract, which expires this year, comes with a 12% increase based on the cost of fuel. He noted that the contract has not increased for several years.

Motion: Stan Crawford, seconded by Diane Gagnon, to add \$2,544 to Sanitation Trucking, increasing the line item from \$21,200 to \$23,774. Motion carried unanimously.

Stan Crawford asked if the line item for Memorial Day would be increased. Selectman Grindle stated that a plan should be developed first; First Selectman Cahill added that the amount could be funded from Contingency, and Chairman Donahue noted the probability of donations from individuals and local businesses.

d. **Discussion and Possible Action on FY2021-2022 Hampton Elementary School Budget**

Chairman Donahue stated that there was insufficient time prior to the meeting to review the information sent from the State. She will meet with officials next week to review materials.

It was noted that there is no need for another Public Hearing, but the Board of Finance needs to meet to formally adopt budgets prior to the Selectmen setting the call for the Town Meeting. First Selectman Cahill noted that some items might be added to the 5-Year Plan, such as the HVAC system at Town Hall and the paving of the Airline Trail. The Selectmen intend to set the Town Meeting date for June 22 and the Referendum for June 29.

Additions to Agenda: none.

Citizen Comments: Selectman Grindle asked if the Town and/or Fire Department ever received the annual Actuarial Report from Hometown Firefighter and EMS Services, or similar documentation, with funding recommendations for the Length of Service Award Program. Chairman Donahue stated that the Town Treasurer and the President of the Fire Company confirm that these were never received. To Ed Adelman's question on the administrative fee, Jessie Samios stated that those ranged from an initial fee of \$1,500 to the present \$3,400. To Mr. Grindle's question on the history of the program, Ms. Donahue explained that discussion was initiated under First Selectman Haraghey's administration, with tax abatements as an initial consideration; however, subsequent approval of the program by the legislative body never occurred under First Selectman Maurice Bisson's administration. She added that, though current members are vested, the terms might change for the future, using as an example instituting different tiers and increasing the life insurance payment to cover the death benefit.

Suggestions for Next Agenda: Chairman Donahue asked members to forward suggestions for the next regular meeting. A Special Meeting will be scheduled to immediately follow the June 29 referendum for the purpose of setting the mill rate.

Date, Time and Place of Next Meeting: July 14, 2021, at 7PM.

Adjournment: There being no further business to come before the Board, the Meeting adjourned at 8:14 PM.

Respectfully submitted,

Dayna McDermott Arriola
Recording Secretary

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