

Town of Hampton Board of Finance
Regular Meeting – July 12, 2016, 7pm
Hampton Town Hall Community Room

Minutes

Call to Order: The meeting was called to order at 7:02 p.m.

Members Present: Chairman Jeff Clermont, Ed Adelman, Nick Brown, Mike Higgins, & Perry Matchinis
Alternates Present: David Fowler & Stan Crawford

Members/Alternates Not Present: Rick Matejka

Staff and Others Present: First Selectman Allen Cahill, Second Selectmen Bob Grindle & Treasurer Ellen Rodriguez

Note: Minutes taken by Perry Matchinis due to the absence of Recording Clerk Dayna McDermott-Arriola

Motion: Ed Adelman, seconded by Nick Brown, absent a designated alternate, to seat Stan Crawford for Rick Matejka. Motion carried unanimously.

Citizen Comments: None.

Approval of Minutes

Motion: Nick Brown, seconded by Perry Matchinis, to approve the June 14, 2016 Regular Meeting Minutes with the following amendment under Old Business, Report From Central Office Committee: Ed Adelman objected to the wording used by Allen Cahill regarding the recovery of funds resulting from additional auditing. Mr. Adelman felt that without actual evidence we could not characterize the funds as “*money lost*” or that the amount recoverable “*probably constitutes*” quite a bit over the several years. Therefore, it was agreed that the statement “but that it’s doubtful that the town will retrieve money lost, even though the amount probably constitutes quite a bit over the several years” be revised to: “but that it’s doubtful that the town will retrieve any funds, even though the amount may constitute quite a bit over the several years”. Motion passed unanimously.

Presentations

Perry Matchinis invited Mr. Dwayne Stallings, who is a financial advisor from Liberty Investment Services (a division of Liberty Bank), to provide the board with information regarding investment services provided by Raymond James Financial Services via Liberty Bank. A highlight of the information provided was that CDs could be purchased through Raymond James Financial Services at multiple institutions ensuring 100% FDIC coverage of all funds invested without the additional restrictions of the CDARS program.

Reports/Actions

First Selectman: Allen Cahill commented on the June 23 tri-town referendum. He stated that he was disturbed by the amount of disinformation disseminated by “pro Parish Hill” supporters who characterized the vote as leading to an immediate closure of Parish Hill with no plan as to where to educate students. He also stated that a formal complaint had been filed against him with the state elections board concerning his public comments to address the mischaracterization of the effect of the referendum.

Mr. Cahill also provided an update on the Zoning Enforcement Officer vacancy. Martha Fraenkel’s resignation was effective June 30, 2016. He reiterated that she has agreed to provide support to the P&Z Commission until the Plan of Conservation and Development is complete, that the position has been posted, and that they are still assessing how best to reconfigure staff and services to meet the town’s P&Z needs within the amount budgeted.

Tax Collector: Chairman Clermont read the Tax Collector’s report summary, dated June 30, 2016 into the record:

June, 2016 Deposits of: \$1,976.02 (cash & checks) & \$2,913.25 (on line payments) for a total of \$4,889.27.
Year To Date deposits of: \$3,699,100.80 (cash & checks), \$124,456.56 (on line payments) & \$5,722.02 (refunds) for a total of \$3,817,835.34.

Through the end of June, 2016 we are ahead of June, 2015 and ahead of year end FY2015 in total revenue. Our current collection rate is now 98.46%. This is above the 97.5% we budget for.

“Another great year due to the diligence of Hampton’s taxpayers.”

Motion: The report from the Tax Collector was accepted by general consent.

Treasurer:

Motion: Ed Adelman, seconded by Stan Crawford to approve the following requests for transfers for the 2015/2016 budget:

Transfers For June 2016

Amount	From	To
\$56	6001-02 Tax Collector Asst.	6001-04 Tax Collector Mileage
\$200	6001-02 Tax Collector Asst.	6001-08 Tax Collector Postage & Legal
\$256	6003-02 Town Clerk Land Records	6003-05 Town Clerk Mailing Costs
\$1,385	6003-11 General Office Supplies	6003-10 Town Clerk Legal Notices
\$24	6003-11 General Office Supplies	6007-01 Town Hall Photocopier
\$2	6003-11 General Office Supplies	6007-02 Town Hall Water
\$1,700	6000-01 First Selectman	6007-03 Town Hall Maintenance
\$353	6009-01 Election / Registrars	6009-02 Election / Workers Pay
\$150	6010-02 P&Z Legal Notices	6010-00 P & Z Manager/Clerk
\$170	6013-11 Comm. Center Oil	6013-10 Comm. Center Electricity
\$100	6013-11 Comm. Center Oil	6013-14 Comm. Center Water
\$283	6013-11 Comm. Center Oil	6013 15 Comm. Center Cleaning
\$8,500	6201-05 Diesel	6201-01 Road Maintenance
\$130	6201-03 Payroll Overtime	6201-07 Town Garage Maintenance
\$816	6300-00 Sanitation Transfer Station	6300-03 Sanitation Tipping Fees
\$2,000	6300-00 Sanitation Transfer Station	6300-04 Sanitation Trucking
\$18	7603 Dog Tags, Forms and Postage	7606 Dog Fees State of CT

Motion carried unanimously.

Ellen Rodriguez also reported that she received clarification of the state banking law covering municipal deposits, Substitute House Bill #5571 – Public Act No. 16-65. The clarification involved the amendment to the public deposits provisions. This removed the need for an “agreement” between the municipality and the bank or between the bank and the state banking commissioner. It gives the commissioner a “perfected security interest in the collateral”, thus ensuring the state is “first in line” to take control of any collateral held by a bank for public deposits in case of insolvency.

Stan Crawford noted that he had not received a tax bill for one of the vehicles he continues to own/operate. Both Mr. Cahill and Mr. Grindle indicated they are aware of the statewide DMV data error issue. They also stated that the Town of Hampton would not pursue late fees/penalties incurred by residents as a result of the state DMV’s software errors.

Allen Cahill noted that approximately \$58k was unspent as part of the 2015/2016 paving budget. Mr. Cahill indicated he wanted to ‘sweep’ these funds forward to be used on this years’ paving projects. He observed that this would require approval by the legislative body. This would most likely occur at a special town meeting to be scheduled.

Mr. Cahill also mentioned that the Hampton Volunteer Fire Dept. had approached him to discuss the possible renovation of the firehouse to add another vehicle bay and remodel the exterior of the building to match the

exterior of the town garage. Given that the project is in the ‘conceptual stage’ no cost estimates have yet been developed. Perry Matchinis asked if the fire department was in a position to contribute to the funding of this project. Mr. Cahill had already posed this question and was told they were not in a position to help pay for the project. Mr. Cahill also noted that any town funding of work on the firehouse would need to be approved by the legislative body.

Board of Education: There was no report provided by the HES BoE. Chairman Clermont noted that the HES BoE had not yet provided a draft of the letter to be sent to the State Education Commissioner regarding the school’s budget in relation to the MBR.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee: none.

Correspondence: Mike Higgins submitted a memorandum addressed to chairman Clermont and First Selectman Cahill (copies provided to all members) regarding his concerns with the makeup of the Registrars of Voters 2016/2017 Budget.

Old Business

Report from Central Office Committee: None. Discussions/concerns regarding this subject were addressed while discussing the approval of the minutes from the June 14, 2016 meeting. By general consent, it was agreed that the Central Office Committee Report should remain as an Agenda item in case the issue is revisited.

Review of BoF Ordinance & By-Laws: Perry Matchinis requested that the board table this discussion until the next meeting. By general consent, it was agreed that this item would be postponed until the August meeting.

Investment Discussion: This discussion followed the presentation by Dwayne Stallings from Liberty Bank. Perry Matchinis provided a summary review of the financial institutions he had “interviewed” to host a portion of Hampton’s funds. Thus far, he had met with representatives from SIBT (with Ms. Rodriguez), First Niagara, TD Bank, United Bank, Liberty Bank and Santander Bank. Mr. Matchinis also planned to meet with Webster Bank. He also provided a chart showing the level of operating funds (Register 1003, report dated 7/12/16) in the SIBT Money Market Savings Account based on monthly cycle date balances from August, 2010 to the present. The consensus of the board was to move fairly quickly to purchase up to \$250K in short term CDs. Perry Matchinis agreed to continue to assist the treasurer and first selectman with the selection of the financial institution and CDs to be purchased.

Motion: Nick Brown, seconded by Stan Crawford, to authorize the First Selectman and Treasurer to purchase CDs up to \$250K at an FDIC member institution of their choosing. Motion carried unanimously.

New Business

Appointment of BoF member to the ‘Committee to Study Issues Relating To Dissolution’: Nick Brown expressed a strong interest in participating on the study committee. He cited his professional background and concern for the education of the community’s children as motivations for volunteering. Selectman Cahill noted that as an auditor and parent of an HES student Mr. Brown was uniquely qualified to assist in the conduct of the study. All sitting board members endorsed Mr. Brown for the task when polled by chairman Clermont. As a result, the chairman appointed Nick Brown to the Committee.

Designation of Alternate: Nick Brown indicated that he would not be able to attend the August 9th regular BoF meeting. He then designated that David Fowler be seated in his absence.

Ongoing Budget Review: As a result of the discussion initiated by Mr. Higgins’ memorandum submission (noted under Correspondence) it was suggested by Allen Cahill that the board create and keep a file of budget item questions/concerns that board members raise during the course of the year. These files would help to ensure that those questions/concerns are addressed during the budget review/approval process.

Citizen Comment: none.

Suggestions for Next Agenda:

Report from Central Office Committee
Review of BoF Ordinance and By-Laws
Investment Discussion
Capture of budget questions/concerns

Date, Time and Place of Next Meeting:

August 9, 2016 at 7 pm in the Community Room of Town Hall.

Adjournment:

There being no further business to come before the Board, Motion to adjourn at 8:35 p.m. made by Mike Higgins, seconded by Ed Adelman. Motion carried unanimously.

Respectfully submitted,

Perry S. Matchinis
BoF Clerk
Acting in the absence of
Dayna McDermott Arriola
Recording Clerk