

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

Call to Order: The meeting was called to order at 7:05 p.m.

Members/Alternates Present: Perry Matchinis, Ed Adelman, Kathy Donahue, Lisa Sanchez, Kathi Newcombe, Stan Crawford, Alyssa Languth

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, and Recording Clerk Dayna McDermott-Arriola.

Chairman Matchinis announced that Rick Matejka designated Kathi Newcombe and Nick Brown designated Stan Crawford to be seated in their absence.

Citizen Comments: none.

Approval of Minutes:

Motion: Kathy Donahue, seconded by Kathi Newcombe, to approve the June 11, 2019 Meeting Minutes. Motion carried unanimously.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that Robbins Road and Hemlock Glen have been paved and that New Hill Road is next. The Board of Selectmen held a Public Hearing on July 8 in order for Windham's Town Manager to answer specific questions raised at the Annual Town Meeting regarding the Tax Collection services Windham provides for area towns. A meeting has been scheduled with Ambulance Corps Chief Ben Brockett to discuss the future delivery of emergency services. NECCOG met recently with the Lieutenant Governor to discuss the needs of Eastern Connecticut. The State has reinstated \$750,000 for Waste Management to include a Hazardous Waste Facility with increased accessibility. Chairman Matchinis asked if there were funds for improvements to the Transfer Station. According to First Selectman Cahill, a few years ago the Towns of Scotland and Hampton jointly pursued grant funding for that purpose and were denied. He labeled it a definite future need and shared some ideas for improvement.

Tax Collector: none.

Treasurer: Treasurer Rodriguez requested several transfers.

Motion: Kathy Donahue, seconded by Kathi Newcombe, to approve the following transfers: \$8.00 to #6000-06 Selectmen Supplies and Training from #6007-07 Selectman Computer Support; \$221.25 to #6001-02 Tax Collector Assistant from #6001-01 Tax Collector Salary; \$331.00 to # 6001-02 Tax Collector Assistant from #6001-11 Tax Collector Expenses; \$100.00 to #6003-06 Town Clerk Mileage from #6003-02 Town Clerk Land Records; \$108.00 to #6003-10 Town Clerk Legal Notices from #6003-08 Town Clerk Conference/Education; \$15.00 to #6005-06 Treasurer Postage from #6005-02 Treasurer Computer Supplies; \$46.00 to #6006-04 Assessor Education from #6006-03 Assessor Mileage; \$405.00 from #6009-02 Election Workers Pay to #6009-01 Election Registrars Pay; \$130.00 to #6010-02 P&Z Legal Notices from #6010-00 P&Z Clerk; \$110.00 to #6010-04 P&Z DEP Land Use Fees from #6010-06 P&Z Training; \$228.00 from #6012-01 Board of Finance Administration from #6012-00 Auditor/Fixed Asset Tracking; \$12.00 to #6013-09 Town Garage Telephone from #6013-08 Town Garage Oil; \$70.00 to #6013-15 Community Center Cleaning from #6013-17 Community Center

Supplies/Maintenance; \$700.00 to #6100-10 Building Inspector Clerk from #6100-07 Building Inspector Mileage; \$200.00 to #6100-10 Building Inspector Clerk from #6100-12 Burning Permits; \$1104.00 to #6100-10 Building Inspector Clerk from #7000 Contingency; \$2050.00 to #6201-01 Road Maintenance from #6201-03 Road Maintenance Payroll OT; \$3350.00 to #6300-03 Sanitation Tipping Fees from #7000 Contingency; \$1226.00 to #6300-04 Sanitation Trucking from #6300-00 Sanitation-Transfer Station.

Motion carried unanimously.

Treasurer Rodriguez also reported that one of the Certificates of Deposits has matured. It was decided to renew for a limited time after discussion on exploring alternate investment options.

Motion: Kathi Newcombe, seconded by Kathy Donahue, to renew the Certificate of Deposit for three months. Motion carried unanimously.

Boards of Education: First Selectman Cahill reported that he contacted the Hampton Elementary School Superintendent to explain that the paving projects were contingent upon taxpayer approval of the municipal reserve fund at the July 9 referendum and if approved, the project would be under the purview of the Board of Selectmen in consultation with the Foreman of the Department of Public Works.

The Regional District #11 financial documents were received this month; Chairman Matchinis will thank the RD#11 Superintendent for compliance with the Board of Finance's request. Lisa Sanchez asked if the RD#11 Board of Education discussed applying any of the FY2018-2019 budget surplus of \$103,000 to the towns' assessments; Kathy Donahue said that the school board was not considering this, despite requests from representatives of the district's towns.

Board of Finance Committees:

Human Resource Committee: Kathy Donahue reported that the committee has not yet met due to scheduling issues; however, the Treasurer has supplied the password necessary to access the site that publishes municipal compensations.

By-Law Committee: Chairman Matchinis stated that the committee has not met since the last report.

Other: Chairman Matchinis reminded the Board of Finance members that they did not vote on sending to referendum the question on transferring \$250,000 from the General Fund to a municipal reserve, stating that he wanted the Minutes to reflect that the Board of Finance is cognizant of that omission. He suggested that the Auditor be contacted regarding the matter.

Motion: Lisa Sanchez, seconded by Perry Matchinis, to contact the auditor. First Selectman Cahill announced that he already contacted the Auditor and anticipates a response; therefore, Ms. Sanchez withdrew her motion.

Correspondence: none.

Old Business:

- a. **Retention of Records:** After discussion on electronic storage on the Town website versus a physical file at Town Hall, First Selectman Cahill agreed to speak with the Town's computer technician to establish a Dropbox for the Board of Finance's records and to address reported difficulties of accessing Minutes on the Town website.

New Business:

- a. **Update Board of Finance Member/Alternate Contact Information:** After discussion, it was agreed by general consent that the Board of Finance will obtain a hamptonctbof.org account for public comment. Additionally, all members will supply Finance Board Clerk Ed Adelman with their telephone numbers.

- b. Set the Mill Rate:** Selectmen Cahill and Grindle recommended that the mill rate be set at 26.75 to protect the Town against further State funding cuts. Lisa Sanchez countered that the mill rate should be lowered to 25.82, the amount necessary to support the approved budgets, in response to the difficult financial circumstances many Hampton taxpayers face. Kathy Donahue noted that many Hampton homes are listed in pre-foreclosure. She asked Treasurer Rodriguez for an estimate on the current year's projected surplus. Treasurer Rodriguez reported that there's approximately \$130,000 unspent money to date, though she was reluctant to provide more than an approximate amount as there are still outstanding bills to be paid.

Motion: Lisa Sanchez, seconded by Kathy Donahue, to set the mill rate at 25.82. Motion carried, 4-2.

In Favor: Lisa Sanchez, Kathy Donahue, Kathi Newcombe, Perry Matchinis

Opposed: Stan Crawford, Ed Adelman

Citizen Comment: none.

Suggestions for Next Agenda:

Discussion on Developing Timelines for Budget Preparation and Complete Packets for Budget Presentation

Date, Time and Place of Next Meeting:

Regular Meeting on August 13, 2019 at 7 p.m. in the Lower Level of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 8:40 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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

