

Town of Hampton
Board of Finance
Regular Meeting
August 14, 2018
7:00 pm
Lower Level Hampton Town Hall

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

Members/Alternates Present: Jeff Clermont, Ed Adelman, Mike Higgins, Perry Matchinis, Rick Matejka, Nick Brown, Kathy Donahue.

Staff and Others Present: First Selectman Al Cahill, Treasurer Ellen Rodriguez, Recording Clerk Dayna McDermott-Arriola, Fire Chief Noel Waite, Hampton Elementary School Board of Education Chairman Rose Bisson, Business Coordinator Sally Lehoux, and Board of Education member Mark Becker.

Citizen Comments:

Lisa Sanchez asked if the position of Clerk of the Works was posted in a manner compliant with State statutes. Chairman Clermont responded that the issue would be addressed under New Business. Ms. Sanchez also asked if the finance board intended to provide oversight of Hampton Elementary School's spending prior to taxpayer approval of their budget. Chairman Clermont said that the finance board has no legal authority over the line items in the school's budget, and read from the July 10 Minutes that "until a budget is approved, the school will submit a monthly financial report to the Board of Finance". Kathy Donahue suggested that school administration send the finance board the monthly packet that is sent to Board of Education members.

Approval of Minutes:

Motion: Ed Adelman, seconded by Mike Higgins, to approve the June 10, 2018 Regular Meeting Minutes with the following amendment under Citizen Comment: "Perry Matchinis, speaking as a citizen, suggested that the 2.2 million dollar appropriation should be ample for providing education to one hundred students." Motion carried unanimously, Nick Brown and Rick Matejka abstaining.

Ed Adelman suggested that board members speak only during the meeting and not during the time reserved for Citizen Comments. Kathy Donahue disagreed, stating that board members do not lose their rights as citizens to express personal opinions.

Perry Machinis read a statement into the Minutes (attached) apologizing for his response at the June meeting to Lisa Sanchez's comments. Ms. Sanchez accepted his apology.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that the Town signed a contract with NECOG for Veterans' and Social Services and with the Mennonites for use of the lower level of Town Hall. He also reported that Eversource and the State are removing hazardous trees. The demolition phase of the Firehouse construction project will start soon and the first payment was made to the contractor for the design. There was no posting for a Clerk of the Works because the position is included in the contract. The Building Inspector and the Fire Chief will also provide oversight. The Supervisor will provide daily reports to the First Selectman as construction begins, which will become part of his monthly report to the Board of Finance. Ed Adelman stated that he still believes an independent supervisor provides the clearest oversight, but he doesn't want to duplicate services the Town is paying for. Fire Chief Noel Waite distributed the "Project Schedule of Values" and fielded questions. To Chairman Clermont's question, Mr. Waite confirmed that the anticipated cost remains at \$500,000, the amount for which the taxpayers will be ultimately responsible.

Tax Collector: Chairman Clermont reviewed the Report of the Tax Collector, which reported deposits for the month of July of \$948.00 in cash, \$1,377.15 in checks, and \$10,660.62 in online payments, for a total of \$12,985.77. Year to date the Town has deposited \$3,841,002.90 and received \$176,940.56 in online payments for a total of \$4,004,957.69. We have paid \$6,630.77 in refunds and \$6,738.30 in bounced checks, leaving a net collection of \$4,017,943.46.

Motion: Perry Matchinis, seconded by Ed Adelman, to accept the Tax Collector's Report. Motion carried unanimously.

Treasurer: Ellen Rodriguez corrected the record of the June 2018 requests for transfers, noting that the \$560 to 6010-02 for P&Z Legal Notices was transferred from 6010-01 P&Z Enforcement Office, instead of 6010-00 P&Z Manager/Clerk. She also requested a several transfers.

Motion: Mike Higgins, seconded by Perry Matchinis, to approve the following transfers: \$172 from #7000 Contingency to #6010-04 DEEP Land Use Fees; \$40 from #7000 Contingency to #6300-06 Sanitation MIDNEROC; \$251 from #7000 Contingency to #6201-01 Road Maintenance; \$115 from #7000 Contingency to #6013-14 Community Center Water. Motion carried unanimously.

Board of Education:

Business Coordinator Sally Lehoux distributed the "Hampton Elementary School Expense Report July 2018" and the "Draft Minimum Budget Requirement for 2018-2019" and explained that the Town's reduction in the Educational Cost Sharing grant lowers the Minimum Budget Requirement by \$40,857. Chairman Bisson stated that she is not hoping to reduce the budget by that amount, but that the board will discuss this new information at their next meeting and return to the finance board with their decision. Kathy Donahue questioned the possibility of further reductions due to new and documentable savings and reductions in student enrollment. Though school officials argued that the criteria the State uses would not allow for further reductions, Perry Matchinis and Kathy Donahue said that the Board of Finance needs to research the methods used to determine the amount the school must appropriate and to ascertain what constitutes new and documented savings.

In her capacity as Chairman of the Regional District #11 Board of Education, Rose Bisson reported that Parish Hill Middle/High School needed to replace the roof of the gymnasium using monies from the Capital & Non-Recurring Account and surplus funds, which, according to Mrs. Bisson, amount to approximately \$225,000.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee:

a. Reappointment of Committee Members

The following members were appointed to the Committee: Perry Matchinis, Nick Brown, Mike Higgins, and Kathy Donahue, if alternate members are allowed to serve on committees per the By-Laws.

b. Discussion of Ordinance to Address Procedures for Construction Projects

The Committee's charge is to put together recommendations for constructions projects, including the bidding and oversight procedures to be used, in a new Town ordinance.

Correspondence:

Chairman Clermont received a letter from Regional District #11 on upcoming contract negotiations. He volunteered to represent the Town by attending a statutorily mandated meeting for Town finance authorities scheduled for August 21 at 6:30PM in Parish Hill High School's Library.

Old Business: none.

New Business

a. Appoint Clerk of the Works for Fire Department Project

After continued discussion, the consensus is to forgo formal appointment of a Clerk of the Works as oversight will be jointly shared by First Selectman Cahill, Fire Chief Waite, and Building Inspector John Berard.

Citizen Comment: none.

Suggestions for Next Agenda:

Status of Fire Department Renovation Project

Status of Hampton Elementary School Contract Negotiations

Date, Time and Place of Next Meeting:

Regular Meeting on September 11, 2018 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 8:30 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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

ATTACHMENT: “During our June meeting Lisa Sanchez voiced concerns regarding the BoF’s approval process for the firehouse renovations. I took offense to some of her comments, I became upset and I lashed out at her, criticizing her harshly. I did not treat her with the respect and civility that she, or any other member of the community, deserves when they attend our meetings and speak their minds. For this I apologize. And I will do better”. Submitted by Perry Matchinis, August 14, 2018.

