

Town of Hampton Board of Finance  
Regular Meeting – August 09, 2016, 7pm  
Hampton Town Hall Community Room

**Minutes**

**Call to Order:** The meeting was called to order at 7:00 p.m.

Members Present: Chairman Jeff Clermont, Ed Adelman, Rick Matejka, Mike Higgins, & Perry Matchinis  
Alternates Present: Stan Crawford

Members/Alternates Not Present: Nick Brown & David Fowler

Staff and Others Present: First Selectman Allen Cahill, Second Selectmen Bob Grindle (Arrived 7:45 p.m.)

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

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

**Citizen Comments:** None.

**Approval of Minutes**

**Motion:** Stan Crawford, seconded by Mike Higgins, to approve the July 12, 2016 Regular Meeting Minutes. Motion passed 5 to 0 with Rick Matejka Abstaining.

**Presentations:** Allen Cahill commented again on a rough estimate for the renovations being considered for the town firehouse. The engineering firm of Fuss & O'Neill has provided an estimate of \$373,000. Mr. Cahill noted that there were several significant items missing from the estimate. His ballpark estimate of the project cost was closer to a half million dollars. He also mentioned that this project would lend itself to a STEAP grant. He reiterated that this was only a rough estimate for planning purposes needed before seeking public comment at any future hearing on this project. At present, a hearing has not yet been scheduled.

**Reports/Actions:**

**First Selectman:** Mr. Cahill requested that the board approve the engagement letter with the auditor, Mr. Stephen Hopkins, for the next 2 fiscal year audits.

**Motion:** Ed Adelman, seconded by Mike Higgins, to approve the engagement letter with the auditor, Mr. Stephen Hopkins, for the next 2 fiscal year audits. Motion carried unanimously

Mr. Cahill stated that he had hired Donna Cloutier as the new administrative assistant and John Valente to fill the Zoning Enforcement Officer vacancy on an interim basis. He also noted that we have signed a nine month contract with CMe Associates Inc. of Woodstock, CT to assist with the town's planning function. Some shifting of funds within the existing budget will be required to cover the additional cost. In March, 2017 the selectmen plan to reassess the arrangement and determine how to fund the last quarter of the 2016/2017 budget as well as the 2017/2018 budget.

**Tax Collector:** Chairman Clermont read the Tax Collector's report summary, dated August 3rd, 2016 into the record:

"We deposited \$1,947,251.82 (cash & checks) and had \$35,041.23 in on line payments, for a total of \$1,982,293.05 in July 2016.

Due to the mail and bank payments that arrived after 7/28/2016 I closed the month after that was posted on Tuesday, August 2<sup>nd</sup>, 2016. Last year we did not do that so comparisons are not as meaningful. Although we are \$400,000 ahead of last July, we received over \$500,000 in August, 2015.

There has been a shift in dependency from real estate taxes to business personal property of approximately \$250,000. In addition, we collected over \$11,000 in prior year taxes in July as several properties sold with outstanding tax balances at fiscal year end.

We will have a better picture when August closes, but all indications are that we are in good shape with over 50% of taxes levied in the bank”.

**Motion:** Perry Matchinis, seconded by Rick Matejka, to accept the July 2016 report from the Tax Collector. Motion carried unanimously.

**Treasurer:** In the treasurer’s absence, Chairman Clermont submitted the transfers provided by the treasurer via email.

**Motion:** Stan Crawford, seconded by Mike Higgins to approve the following requests for transfers for the 2015/2016 budget:

1. Transfer \$800.00 from # 6201-03 Payroll overtime to # 6201-01 Road Maintenance
2. Transfer \$54.00 from # 6300-00 Sanitation Transfer Station to # 6300-04 Sanitation Trucking

Motion carried unanimously.

**Board of Education:** HES BoE Vice Chairman John Burnham stated that there is an overall budget surplus of approximately \$72,000 from the 2015/2016 budget. He also mentioned that a new before and after school day care arrangement between the school and Carelot, Inc. would provide \$350 / month in rent payments for use of the gymnasium. He indicated that the BoE would be asking the BoF to allow the school to retain these funds in their CNR budget. He also acknowledged that these proposed funds transfers had to be formally approved by the BoF. Mr. Burnham went on to suggest that a new automatic generator system would be a good candidate for the use of the funds if they were transferred into the CNR budget. He also noted that the Cupola repair will require an additional \$19K (approximately) in “emergency” funding to fix the leaking windows to ensure the mold issue doesn’t reoccur. Mr. Burnham indicated that the BoE may need to request CNR funding to backfill using operating funds to effect this repair. (as a note, “emergency” refers to the time constraints faced due to the start of the school term which does not allow time for competitive bids for this work).

Chairman Clermont once again 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:** A FOIA request was made by the Town Of Hampton Registrar, Dayna McDermott-Arriola on July 15<sup>th</sup>, 2016 for the memorandum submitted by Mike Higgins at the July 12<sup>th</sup> BoF meeting regarding his concerns with the makeup of the Registrars of Voters 2016/2017 Budget. Chairman Clermont answered this request on July 17<sup>th</sup>, 2016.

Mr. Clermont also received a letter from RD-11 to request the name of the BoF member being assigned to the Dissolution Study Committee. Chairman Clermont indicated that he is in the process of responding to that request.

**Old Business**

**Report from Central Office Committee:** None. By general consent, it had been 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 continue to table this discussion until the next meeting. By general consent, it was agreed that this item would be postponed until the September meeting.

**Investment Discussion:** At a meeting at town hall on August 4<sup>th</sup>, 2016 Mr. Knud Hellested from Webster Bank provided information on the services that Webster Bank provides to Municipalities. In addition to the Selectmen and the Treasurer the Town Clerk and Tax Collector were in attendance. Highlights of the meeting were the use of electronic banking to streamline deposits, 100% collateralization of municipal funds, and in-house processing of municipal loans. Allen Cahill noted that the treasurer provided the representative from Webster Bank a check for \$250,000 to purchase two jumbo CDs on August 5<sup>th</sup>, 2016. Stan Crawford inquired about the quantity of CDs purchased. Perry Matchinis mentioned that he could not confirm that the purchase had taken place due to Ms. Rodriguez's absence the week of August 8<sup>th</sup>. However, he noted that in order to obtain the highest 12 month rate each CD had to be a minimum of \$100,000. Referring to a conversation with the tax collector on August 9<sup>th</sup>, Mr. Matchinis took the action item to confirm the collateralization level for municipal funds held by SIBT.

Also noted by Mr. Cahill, the board of selectman voted (at the BoS meeting on August 1<sup>st</sup>) to continue our business relationship with SIBT as well as initiate a "New Account Resolution" with Webster Bank.

### **New Business**

**Development of File For Budget Concerns/Questions:** Chairman Clermont asked if there is now a physical location designated for BoF files at the town hall. Allan Chill noted that there is not. He then stated that one could be established. It was also noted by Perry Matchinis, Mike Higgins and Chairman Clermont that the BoF needed to do more to request back up data from each town department for the next budget review/approval cycle.

**Recording Of Meetings:** After some discussion concerning the difference between officially sanctioned recording of meetings as a public record and informal recording by a board or audience member it was the general consensus of those present that we would not formalize the recording of BoF meetings. It was also the view of the board that the level of detail contained in recent submissions of the minutes was appropriate/adequate.

**Citizen Comment:** none.

### **Suggestions for Next Agenda:**

Report from Central Office Committee  
Review of BoF Ordinance and By-Laws  
Investment Discussion

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

September 13, 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 8:06 p.m. made by Ed Adelman, seconded by Stan Crawford. Motion carried unanimously.

Respectfully submitted,

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