

Town of Hampton
Board of Finance
Regular Meeting
September 10, 2019
7:00 pm
Hampton Town Hall

Call to Order: The meeting was called to order at 7:07 p.m.

Members/Alternates Present: Perry Matchinis, Ed Adelman, Kathy Donahue, Lisa Sanchez, Nick Brown, Rick Matejka, Kathi Newcombe, Alyssa Languth

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Hampton Elementary School Board of Education Chairman Rose Bisson, and Recording Clerk Dayna McDermott-Arriola.

Citizen Comments: none.

Approval of Minutes:

Motion: Kathy Donahue, seconded by Perry Matchinis, to approve the August 13, 2019 Meeting Minutes with the following amendment under Approval of Minutes: "As Kathy Donahue has pointed out, the Town can borrow for any large and unanticipated expense at a rate lower than *an individual's rate*." Motion carried 5-0, Rick Matejka abstaining.

Presentations:

Hampton Elementary School Board of Education Chairman Rose Bisson reported that several families are interested in sending their children to pre-kindergarten if a part-time option is offered. Since the School Readiness Grant for Pre-Kindergarten only funds full day slots, these families would pay tuition. Mrs. Bisson distributed a request for: a pre-kindergarten special revenue fund to deposit non-school readiness grant tuition; permission to use tuition funds to offset expenses of the program with the understanding that the school board's budget will fund expenses which exceed tuition revenue; and in the event that an unspent balance exists at the end of the fiscal year, surplus money from the special revenue fund be transferred to the school's capital non-recurring account.

To Kathy Donahue's question, Mrs. Bisson stated that the tuition would be based on the scale set by the State and allow for the Superintendent to grant partial and full scholarships based on financial need.

Alyssa Languth asked if the potential surplus could remain in the special reserve fund. Mrs. Bisson explained that school boards are not allowed to carry funds from year to year other than those approved for capital and non-recurring accounts. Treasurer Rodriguez suggested that the account be established after the Savings Institute completes its conversion. It was agreed to add the item to the Agenda.

Mrs. Bisson also reported that the school board intends to award a contract on the playground paving project at their September 18, 2019 meeting.

Reports/Actions

First Selectman: First Selectman Cahill reported that Calvin Burnham and New Hill roads have been repaved as has some of the repaving at Town Hall. The flooring in the upstairs hallway and the Community Room in Town Hall is in the process of installation, and the Town has received a grant to replace the windows at the Community Center. First Selectman Cahill expects to sign a Memorandum of Understanding with the Town of Windham for tax collecting services. He also plans to meet with the Hampton-Chaplin Ambulance Corps Chief and Chaplin's First Selectman to discuss future emergency services and with the Town's Computer Technician to discuss establishing a Board of Finance email account. A down-payment on the elementary school generator, which cost \$52,000, has been made. The propane tank and its installation will entail a separate cost. First Selectman Cahill also reported that the

Town Meeting approved the proposed revisions to the Town Ordinance on the “Disposition of Hampton Elementary School Budget Surplus.”

Tax Collector: Chairman Matchinis reviewed the Report of the Tax Collector for the month of August, which reported deposits of \$14,392.23 in cash, \$1,283,146.68 in checks, and \$421,058.04 in online payments, for a total of \$1,718,596.95.

Motion: Kathy Donahue, seconded by Ed Adelman, to accept the Report of the Tax Collector. Motion carried unanimously.

Treasurer: Treasurer Rodriguez reported that the Town Auditor intends to start the Audit toward the end of September and that the Savings Institute conversion will necessitate minor expenses to the Town. She also asked for a correction on the August transfers requests as follows: “one transfer for FY2019-20 for \$140 to 6005-02 Treasurer Computer/Supplies from 7000 Contingency.”

Motion: Kathy Donahue, seconded by Nick Brown, to correct the error. Motion carried unanimously.

Boards of Education: recorded under Presentations.

Board of Finance Committees:

Human Resource Committee: Kathy Donahue reported that the committee continues to collect information on compensation of Town employees from comparable area towns, as not all relevant information is accessible from the Connecticut Council of Municipalities. The Committee is also waiting for current information for fiscal year 2019-2020 from CCM which should be available next month.

By-Law Committee: A draft version of the By-Laws was distributed. Kathi Newcombe explained that items stated in the statutes have been removed from the by-laws and are now simply referenced, and that items have been added per the committee’s decision that the by-laws should serve as an educational tool for members, delineating the responsibilities and limits of the finance board’s authority. Chairman Matchinis encouraged members to review the draft and invited them to attend the September 20 meeting with suggestions. He also noted that specific items in Roberts Rules of Order regarding conduct will be reviewed for possible incorporation into the by-laws.

Other: none.

Correspondence: none.

Old Business:

- a. **Retention of Records:** tabled.
- b. **Creation of BoF Email Account:** tabled.
- c. **Discuss Development of Timelines for Budget Preparation/Budget Calendar and Packets for Budget Presentation**

Chairman Matchinis explained that in addressing the need to establish timelines for the annual budget cycle, the By-Laws Committee decided that the Ordinance establishing the Board of Finance should list the requirement that the finance board annually establish budget deadlines, as the by-laws cannot mandate that duty. The By-Laws will contain a section on statutory timetables.

As to budget presentations, Kathy Donahue reiterated her position that the budgets presented lack the information that other area towns provide at public meetings and on their websites. She suggested that a sub-committee would be required to prepare an annual packet. As to the elementary school’s budget presentations, she noted that the Superintendent is familiar with the

format of detailed budget packets and suggested that explanatory texts that often accompany school board requests would prove helpful in explaining to taxpayers the purpose of certain items. At Ed Adelman's request, Chairman Matchinis clarified that the Board of Finance has the final authority on the Municipal Budget in its entirety and with specific line items. Procedurally, departments may present their budgets to the Selectmen, and these requests may be presented to the Board of Finance by individual departments or through the First Selectman.

New Business:

- a. **Discuss Alternate Dates for Regular Meetings in 2020:** Tabled until after the Municipal Election.
- b. **Schedule Special Meeting to Approve Funds for Hampton Elementary School Playground Paving**
Motion: Perry Matchinis, seconded by Kathy Donahue, to meet on September 19 at 7PM at Town Hall for the purpose of approving funds for Hampton Elementary School Playground Paving. Motion carried unanimously.
- c. **Town Website Maintenance**
Chairman Matchinis stated that all of the Town's financial data should be located under the Board of Finance's page on the Town website.

Additions to Agenda

Request of Board of Education for Prekindergarten Special Revenue Fund

A motion made by Lisa Sanchez and seconded by Kathy Donahue was withdrawn after discussion among members raised several questions on the specifics of establishing the revenue fund and transferring its potential surplus to a capital and non-recurring account at the close of the fiscal year. The Auditor and the Town Attorney will be consulted and the item will be included on the Agenda of the next regular meeting. Chairman Matchinis suggested that clarification on similar revenue accounts, such as the school cafeteria and tuitioning students, be obtained as well.

Motion: Kathy Donahue, seconded by Perry Matchinis, to add Recording of Meetings to the Agenda. Motion carried unanimously.

Recording of Meetings

Kathi Newcombe advocated for recording the meetings, stating that there would be clarification when members disagree on certain discussions. She also stated her belief that speakers are on their best behavior when they are being recorded. Alyssa Languth added that recording meetings increases transparency. Several questions were raised regarding the legal requirements for storing and posting recordings and it was agreed to seek answers from the Town Attorney. Members also discussed options such as live-streaming meetings on media sites or utilizing the local cable television station. Treasurer Rodriguez asked the finance board to consider using microphones. It was agreed that microphones would be helpful during all meetings at Town Hall.

Citizen Comment: none.

Suggestions for Next Agenda:

Recording of Meetings
Retention of Records
Creation of BoF Email Account
Board of Education's Request for Pre-kindergarten Special Revenue Fund

Date, Time and Place of Next Meeting:

Special Meeting on September 19 at 7 p.m. at Town Hall
Regular Meeting on October 10, 2019 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 8:25 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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