

Town of Hampton
Board of Finance
Special Meeting
November 15, 2016
7pm
Hampton Town Hall Community Room

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

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

Members/Alternates Absent: Stan Crawford.

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Board of Education Vice Chairman John Burnham, Recording Clerk Dayna McDermott-Arriola.

Citizen Comments: none.

Approval of Minutes

Motion: Ed Adelman, seconded by Rick Matejka, to approve the September 13, 2016 Regular Meeting Minutes. Motion carried 6-0, Jeff Clermont abstaining.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that the Fire Department is exploring options for the construction of a proposed addition on the building and for the parking lot.

Tax Collector: Chairman Clermont reviewed the Tax Collector's Report, which reported deposits for the month of October of \$23,252.85, and online payments of \$5,531.03, for a total of \$28,783.88. Year-to-Date, the Town has deposited \$2,134,209.34 and received online payments of \$64,235.19, for a total of \$2,198,444.53.

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

Treasurer: Ellen Rodriguez reported that the town has requested a one month extension for the completion of the 2015-2016 audit. She also explained that the transfer request is due to the fact that the fee from TVCCA was not received prior to the passage of the budget.

Motion: Nick Brown, seconded by Mike Higgins, to approve the transfer of \$205 from #7000 Contingency to # 6402 TVCCA. Motion carried unanimously.

Board of Education: Vice-Chairman John Burnham reported that the school board has begun budget deliberations.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee: none.

Correspondence:

Chairman Clermont read correspondence to the State Department of Education from the Hampton Elementary School Board of Education requesting a one year waiver from the Minimum Budget Requirement for the 2016-17 year, and written confirmation from the Board of Finance of Nick Brown's appointment to the District Dissolution Committee.

Old Business: none.

New Business:

Request to Transfer Unexpended Funds from FY2015-16 Hampton Elementary School Budget to CNR Account/Disposition of Existing Funds in Hampton Elementary School CNR Account:

Perry Matchinis distributed information received from the Town's attorney and auditor regarding procedures for transferring unspent education funds into Hampton Elementary School's (HES) capital and non-recurring (CNR) account. The materials also included amounts deposited into the HES CNR Account since FY2010-11, Board of Finance Meeting Minutes containing discussions on those monies, records of the legislative body's votes on school budgets and appropriation of funds from the CNR account since FY2010-11, and relevant statutes. Nick Brown thanked Mr. Matchinis for researching and providing the information. According to Mr. Matchinis, the Town attorney verified that the Board of Finance, at the Board of Education's formal request, may vote to place unspent education funds totaling 1% of the school budget into a CNR account annually. Though the Board of Finance has never voted to deposit unspent education funds into the account, the attorney explained that "tacit approval" was given by their knowledge of the fund balance and subsequent inaction. Therefore, Mr. Matchinis suggested that the amount deposited from FY2010-11 to FY2014-15 remain in the CNR account. However, the amount deposited from FY2014-15, \$58,983, exceeded the 1% threshold by \$37,112, an amount that must be returned to the General Fund since the Board of Finance does not have the authority to approve an amount in excess of 1% of the total budget. In FY2014-15 this amounted to \$21,871. The Attorney also confirmed that the Board of Finance can authorize spending up to the full amount of the funds in the CNR account on request of the school board. And though it is not required for the legislative body to approve the request, the attorney recommends that the Town adopt an ordinance to place a monetary limit on the amount the Board of Finance is allowed to authorize. Nick Brown asked about the capital expenses projected in the HES 5-Year Plan. John Burnham reported funds would be required for repaving portions of the parking lot, purchase of a new automatic back-up generator system, and replacing the playscape, tile and carpeting. The board discussed outstanding questions regarding the Board of Education's requests, subsequent approval or rejection by the Board of Finance or the legislative body, and the disposition of revenue from the independent child care service for which money is collected for the use of designated space in the school. By general consent it was agreed that the \$37,112 currently in the CNR account must return to the Town's general fund in order to adhere to the statutes. In addition, the board agreed that Mr. Matchinis would formulate the outstanding questions discussed and distribute them for board member review prior to sending them to the Town attorney.

Report on Funding for Hampton Elementary School Summer Construction Projects: John Burnham was unsure of the exact amount spent, but the projects were funded by the current budget, which will be of no concern if the school year ends with a surplus.

Set Schedule of Regular Meetings for 2017: By general consent it was agreed that the Board of Finance will meet on the second Tuesday of every month at 7 p.m. in the Community Room at Town Hall.

Citizen Comment: none.

Suggestions for Next Agenda:

Outstanding Questions and Answers Regarding CNR Accounts
Tax Abatement for Certified Members of the Fire Department

Date, Time and Place of Next Meeting:

December 13, 2016 at 7 pm in the Community Room of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 8:41 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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