

Town of Hampton
Board of Finance
Special Meeting
February 26, 2019
7:00 pm
Hampton Town Hall

Call to Order: The meeting was called to order at 7:04 p.m.

Members/Alternates Present: Jeff Clermont, Ed Adelman, Nick Brown, Perry Matchinis, Kathy Donahue, Kathi Newcombe

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Fire Department Chief Noel Waite, Fletcher Memorial Library Board Chairman Anne Christie, Planning & Zoning Commission Chairman Kevin Grindle, Recording Clerk Dayna McDermott-Arriola.

Chairman Clermont seated Kathy Donahue for Mike Higgins and Kathi Newcombe for Rick Matejka. Perry Matchinis distributed the relevant statutes, 7-340(a) and 9-167, regarding minority representation when seating alternates on Boards of Finance.

Citizen Comments: none.

Approval of Minutes:

Motion: Ed Adelman, seconded by Nick Brown, to approve the January 8, 2019 Regular Meeting Minutes. Motion carried unanimously.

Budget Presentations:

Fire Department: Chief Noel Waite distributed the *Hampton Volunteer Fire Company Budget 2019-2020* which represents a \$4,550 increase over the 2018-2019 budget due to the need to replace SCBA Bottles. Mr. Waite also reported that the department is half way to reaching their fund-raising goal for the building addition, which is 95% complete, requiring only the installation of the gutters and soffits. The interior work is 99% complete.

Fletcher Memorial Library: Board Chairman Anne Christie distributed the *Fletcher Memorial Library 5 Year Plan* and the *Profit & Loss Budget Overview*, as well as information on the Library's programs, attendance, and lending, all of which have increased. This year's budget proposal is level to last year's appropriation. Ms. Christie reported that the library is planning to build an addition to accommodate program participants by extending the existing sunroom by 14 feet, creating a space that is 16' X 24', with an anticipated cost of approximately \$50,000. She explained that the Library is starting a capital campaign with the goal of raising \$25,000 and plans on using \$15,000 of its private funds, leaving a balance of \$10,000 for which support from the Town would be appreciated. Ed Adelman suggested that the library board contact our State Representative to assist with possible State grants.

Hampton-Chaplin Ambulance Corps: First Selectman Cahill reported that NECOG's regional study on emergency services is almost complete. He also stated that a new ambulance is an anticipated need at a cost of approximately \$250,000. Hampton has an established account towards the purchase, an expense shared with Chaplin.

Highway Department: First Selectman Cahill reported that the Highway Department's budget proposal remains level, with the exception of a 2% salary increase for all Town employees, and \$20,000 in additional funding for tree trimming in keeping with the actual expenditures for this item.

Planning & Zoning Commission: Chairman Kevin Grindle distributed the Commission's budget request level with last year's appropriation. The increase in legal notices, from \$1500 to \$2500, in response to the increase in businesses and their consequent required notifications, is offset with reductions in training and supplies in line with actual expenditures, and in legal and engineering services provided under planning services.

Reports/Actions

First Selectman: First Selectman Cahill reported that the Audit is complete with no identified deficiencies or negative findings. The Auditor suggested that the Town establish placeholders in the budget for certain items typically funded through Contingency, such as costs associated with Fall Festival and the fees for the First Responders' mandated physicals. Mr. Cahill reported that we can expect a decline in the cost of health insurance as there are fewer participants. He spoke briefly on the legislative discussions on consolidating school systems and the status of the State budget and its impact in terms of the predicted loss of funding to the Town and the proposed municipal funding of teacher pensions.

Tax Collector: Chairman Clermont reviewed the Report of the Tax Collector for the month of December, which reported deposits of \$2,803.03 in cash, \$274,508.51 in checks, and \$6,762.28 in online payments, for a total of \$284,073.82. In December's year to date totals, the Town deposited \$1,940,223.46 and received \$552,707.98 in online payments for a total of \$2,589,462.04. The \$700.60 in refunds and \$3,873.01 in bounced checks, and \$589.10 in bounced credit card ECH Checks, left a net collection of \$2,587,299.33. The percentage of collection for the month of December was 7.18%.

Chairman Clermont reviewed the Report of the Tax Collector for the month of January, which reported deposits of \$5,770.57 in cash, \$1,221,201.46 in checks, and \$26,305.51 in online payments, for a total of \$1,253,277.54. In January's year to date totals, the Town deposited \$3,161,424.29 and received \$579,013.49 in online payments for a total of \$3,776,072.47. The \$700.60 in refunds and \$3,873.01 in bounced checks, and \$589.10 in bounced credit card ECH Checks, left a net collection of \$3,770,909.76. The percentage of collection for the month of January was 31.70%.

Motion: Perry Matchinis, seconded by Kathy Donahue, to accept the Reports of the Tax Collector. Motion carried unanimously.

Treasurer: Treasurer Rodriguez requested four transfers.

Motion: Nick Brown, seconded by Perry Matchinis, to approve the following transfers: \$80.00 to #6013-16 Community Center Alarm from # 6013-17 Community Center Supplies; \$1800.00 to # 6100-10 Building Inspector Clerk from #7000 Contingency; \$16,000.00 to # 6208 Tree Removal from #6201-00 Road Paving; \$340 to # 6010-02 P&Z Legal Notices from #6010-08 P&Z Legal & Engineering. Motion carried unanimously.

Treasurer Rodriguez reported that she opened a second STIF (State Treasurer's Investment Fund) account with a 2.4% interest rate for the general fund.

Board of Education: none.

Board of Finance Committees: none.

Other: none.

Correspondence: The Town received correspondence from the Department of Education informing the Hampton Elementary School of noncompliance with the 2018-2019 Minimum Budget Requirement by \$2,122. Chairman Clermont suggested that the issue be added to the Finance Board's next Agenda.

Old Business:

- a. **Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11:** Chairman Clermont stated that he had not received the financial statements from Hampton Elementary School or Regional District #11. Chairman Clermont and First Selectman Cahill will draft a letter to the boards of education regarding the distribution of the monthly financial statements.
- b. **Report on Fire Department Construction Project:** reported under Budget Presentation.

- c. **Hampton Elementary School's Request for Surplus Funds:** Finance board members acknowledged receipt of Perry Matchinis' information on the Town ordinance which stipulates a timeline for the school's request for surplus funds which the Board of Education failed to meet. First Selectman Cahill announced that the replacement of the school's generator, at a cost of 60,000 to 80,000, is a pressing need.

New Business:

- a. **Development of Timeline for Submitting Budget Requests:** Treasurer Rodriguez reported that the Assessor, the Town Clerk, the Tax Collector, the Treasurer, the Inland Wetlands & Watercourses Agency, and the Recreation Commission have all submitted their budgets to the Town. The Finance Board Clerk will invite representatives from these departments to the next meeting.
- b. **Discussion of Town Hall Telephone System Purchase Proposals:** First Selectman Cahill reported the urgent need to replace the system which failed after the last storm. Nick Brown reviewed his research of various options. The latest quote anticipates an approximate \$9,000 cost, considerably less than previous estimates.
- Motion:** Nick Brown, seconded by Kathi Newcombe, to authorize up to \$10,000 from unassigned funds for a new phone system at the discretion of the First Selectman. Motion carried unanimously.

Citizen Comment: none.

Suggestions for Next Agenda:

Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11

Discussion of State Department Notice of MBR Non-Compliance

Budget Presentations: Assessor, Town Clerk, Tax Collector, Treasurer, IWWA, Recreation Commission, and Ambulance Corps

Date, Time and Place of Next Meeting:

Regular Meeting on March 12, 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 8:44 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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

