

Town of Hampton  
Board of Finance  
Regular Meeting  
Tuesday, November 13, 2012  
7pm  
Hampton Town Hall

Meeting Minutes

**Call to Order:** The meeting was called to order at 7:02pm by Chair Rheo Brouillard.

Members present: Rheo Brouillard, Margaret Haraghey, Stan Crawford, Paul Wakely; alternates present: Dan Meade, Jeff Clemont

Members/alternates absent: Penny Newbury, Luciann Norton, Thayne Hutchins

Others present: Al Cahill (1<sup>st</sup> Selectman), Ellen Rodriguez (Treasurer), Bob Grindle (Selectman), HES Board of Education Chair John Burnham, Ralph Brand, Transfer Station Operator, and Recording Clerk Kathi Newcombe.

Dan Meade and Jeff Clermont were seated for Penny Newbury and Luciann Norton, respectively.

**Approval of Minutes:** Margaret moved and Dan seconded to approve the minutes of 10/2/12; motion passed unanimously.

**Citizen Comments:** None

**Additions or Changes to the Agenda:** None

**Town Treasurer Presentation:** Treasurer Ellen Rodriguez distributed to each member of the Board a copy of all Town Department Procedure manuals, the town Employee Policies & Procedures manual, a document listing Treasurer's duties and detailed procedures, and a Treasurer's Office Safeguards document (digital controls, Procedural controls, and Physical controls). She explained how she has addressed the recommendations from the auditors over the years, significantly reducing their number. She talked about the items that are kept secure (various passwords, access to sensitive documents, both electronic and paper), where they are kept, and who has access. There is antivirus software installed on her computer and weekly backups of the QuickBooks data are made to the server. The Tax Collector has read-only access to the Selectmen's account and the HES Business Coordinator has read-only access to the Elementary School's account. The Administrative Assistant reconciles the General Fund and the Treasurer reconciles the Elementary School checkbook, to satisfy the need for segregation of duties. The Tax Collector report of funds collected is compared to the bank statement of deposits made, to assure they agree. Checks are cut only upon approval of the 1<sup>st</sup> Selectman, and in addition to Ellen, at least two Selectmen review and discuss the expenditures and sign each check. A suggestion was made that another town official, such as the 1<sup>st</sup> Selectman, should have a key to the Treasurer's desk, where access to sensitive information is kept, as well as the combination to the vault. There is no backup to the Treasurer, but the procedure manual is very explicit in detailing the tasks step-by-step, so someone could step in and do the job if necessary, perhaps the Treasurer from an adjoining town.

**Transfer Station Presentation:** The Transfer Station and its personnel are overseen by the Board of Selectmen. Ralph Brand, Transfer Station Operator, spoke about the process of accepting cash or checks for items requiring additional funds (large appliances, demolition loads, vehicle tires, etc.), giving a hand-written receipt when requested. There is very little control over the funds, and the transfer station has never been supplied with receipt books. The funds are not regularly brought to the Treasurer since often there is very little to bring, and the town hall is not open the same days as the transfer station. Personnel do not keep track of which town the extra funds come from. Hampton and Scotland are each billed separately by Donahue, and the Treasurer splits any proceeds collected by Transfer Station personnel as well as the costs of operating the Station with Scotland on a 55(Hampton)/45(Scotland) ratio, determined by population. Residents from both towns do not always understand that their dump sticker only gives them access to the transfer station. Residents from both towns do not always have a dump sticker, and when it's busy, it's hard to monitor the situation. There was a question as to whether the extra funds that could be collected by having an extra person whose only job is to monitor and sell dump stickers would be enough to pay for that person's salary; this could also result in more trash being dumped on the roadsides. The town is reimbursed from vendors approved by the Selectmen for various recyclables; Donahue Construction provides the transportation per their contract with the towns of Hampton and Scotland to use the transfer station. An additional gate blocking access to the Transfer Station via the sand pit is needed to prevent people from entering outside of regular hours. There was a suggestion for greater control over the entire Transfer Station environment, that it may be worthwhile to run the Transfer Station as a "business."

#### **Reports:**

- **First Selectman:**  
1<sup>st</sup> Selectman Al Cahill reported that the STEAP grant received this year is a reimbursement; the funds must first be spent and then will be reimbursed. He said that at some point he may need to come to the Board of Finance with a request to transfer funds from the General Fund in order to purchase the generator for which the STEAP grant had been awarded; then when the STEAP funds are received, they can be returned to the General Fund. Also, the Revaluation will begin in a few weeks; it will impact next year's budget.
- **Tax Collector:**  
The monthly Tax Collector's reports plus information for the 2011-12 annual report had been distributed previously to members via email. There were no questions.
- **Treasurer:**  
The monthly Treasurer's reported had been distributed previously to members via email. There were no questions, and no transfers were requested this month.
- **Board of Education:**  
The monthly Elementary School reports had been distributed previously to members via email. There were no questions. Chair John Burnham requested some direction as to the involvement of the Board of Finance in the Board of Education budget.

**Correspondence:** None

#### **Old Business:**

- **Board of Finance Charter/Bylaws:** Copies of the draft bylaws and the ordinance establishing the Board of Finance were distributed to each Board member. General discussion of the bylaws continued; much was lifted from Windham's bylaws, as well as at least one other town. There was a question as to how much of the draft could be enforceable as a bylaw, rather than as part

of the ordinance governing the Board. Board members should review and come back to the next meeting with suggestions and comments.

- Annual report: The Department and Board/Commission report submissions received thus far were distributed and reviewed. Kathi will make sure that all entities which need to be included have been notified and reminded of the requested submission. The Agriculture Commission and the Fletcher Memorial Library will be added to the list.

**New Business:**

- Rheo questioned when the budget process should begin. Al responded that budget season will be March through May or June.

**Citizen Comments:** None

**Suggestions for next Agenda:**

- Presentations from PZC and IWWA; Kathi to notify Chairs.
- Meeting Schedule for calendar year 2013, on the second Tuesday of each month. Kathi to prepare draft schedule.

**Set the Date, Time and Place of next meeting:** By general consensus, the Board decided to move the next regular meeting to Tuesday, December 11, 2012; motion passed unanimously.

**Adjourn:** Meeting was adjourned at 8:08pm.

Respectfully submitted,  
Kathi Newcombe,  
BoF Recording Clerk