

Town of Hampton
Board of Finance
Regular Meeting
September 8, 2021
7:00 PM

Call to Order: The meeting was called to order at 7:03 PM.

Roll Call: Kathy Donahue, Diane Gagnon, Ed Adelman, Jessie Samios, Nick Brown, Kathi Newcombe, Stan Crawford.

Staff and Others Present: Selectman Bob Grindle, Treasurer Ellen Rodriguez, Recording Secretary Dayna McDermott-Arriola.

Seating of Alternates:

Motion: Diane Gagnon, seconded by Ed Adelman, to seat Stan Crawford for Judy Buell. Motion carried unanimously.

Citizen Comments: none.

Presentations: none.

Approval of Minutes

Motion: Diane Gagnon, seconded by Jessie Samios, to approve the Minutes of the August 19, 2021 Special Meeting with the following amendments: under **Treasurer's Report** include in the Motion for transfers for fiscal year 2020-2021 *\$105 for #6207 Signs from #6206 Small Tools*; under **Review of the Minimum Budget Requirement** "Chairman Donahue reported *that Business Coordinator Sally Lehoux confirmed* that the amount voters approved for the elementary school budget meets the Minimum Budget Requirement"; under **Update on Budget Management Policies and Procedures for Town Agencies** include "Chairman Donahue thanked Kathi Newcombe for incorporating the changes suggested by the Auditor and... *committee member Judy Buell...*" Motion carried unanimously.

Reports/Actions

First Selectman: First Selectman Cahill was not in attendance.

Tax Collector: The Tax Collector's monthly report for August, 2021 has not been received.

Treasurer: Treasurer Rodriguez reported that the Auditor started the Audit this week. Jessie Samios questioned the loss of \$7,600 in rental income in the Budget v. Actual report. Treasurer Rodriguez explained that the tenants weren't keeping up with payments; she was unable to answer additional questions on rental locations. Nick Brown suggested that rental assistance might be applied. Chairman Donahue reported that unaudited surpluses from the two schools will be returning to the General Fund. She also asked Treasurer Rodriguez to forward the amounts in the Town's Certificates of Deposit so that the information can be distributed to members.

Boards of Education:

Hampton Elementary School: Chairman Donahue read email exchanges between the school's Business Coordinator and the Town Auditor regarding the \$80,015 unspent funds from FY2020-2021. Apparently invoices for purchase orders made prior to the end of the fiscal year -- for technology in May and for playscape equipment in June -- totaling approximately \$40,000 have not been received, and the Auditor

has advised that he cannot comment on whether or not the expenses can be applied to FY2020-2021 until he views the invoices, as determinations are made on a case-by-case basis. Though documentation has been sent to the Auditor, he has not received the invoices he has requested from the school. To Nick Brown's request that information be forwarded to members as soon as it is received, Chairman Donahue stated she would distribute the email exchange to all members, explaining that she obtained and reviewed the communications right before the meeting. She expressed concern that school officials did not mention the probability of a \$40,000 - \$80,000 surplus during their budget presentations.

Chairman Donahue also reported that there are 80 elementary school students, 74 of whom attend the school and six of whom are tuitioned to other schools; and that Superintendent Olah would be meeting with the bus company to review both bus routes in an effort to shorten the duration of the rides. Though Nick Brown stated that he heard routes were lasting one hour and 15 minutes, and that as a result, more parents were providing transportation, Chairman Donahue reported that the Superintendent provided neither the durations of the rides nor the number of students riding the buses.

Regional District #11: Chairman Donahue reported that she has yet to receive the school's monthly financial statements. She also reported that the \$250,000 - \$300,000 surplus anticipated in June has dropped to an estimated \$22,000.

Board of Finance Committees

Policies and Procedures Committee: The committee met on August 31 and reviewed the Auditor's remarks, editing the document accordingly.

Fire Department Length of Service Award Committee Report: Though the committee has not met, Chairman Donahue reported on conferences with Hometown Firefighter & EMS Service personnel. Though actuarial reports have been received electronically, the committee is still waiting to receive invoices and estimates for increasing the Life Insurance benefit and raising the eligibility age to 70. Copies of the monthly bank statements sent to the Fire Department will be forwarded to the Town.

Correspondence: Chairman Donahue received a copy of the Auditor's Letter of Engagement from the First Selectman. She also asked the Auditor to provide an estimate on the cost of adding annual audits for the Fire Department, the Fletcher Memorial Library, and the Seniors' Organization. Though the Auditor has said the cost depends on their records, he estimates a fee of between \$1000 and \$1500.

Old Business

- a. **Discussion and Approval of *Budget Management Policies and Procedures for Town Agencies***
Jessie Samios reviewed the changes made to the document. Ed Adelman clarified that departments can make adjustments within their budgets, excluding salaries, but cannot overspend the bottom line without coming before the finance board. Chairman Donahue stated that the *Policies and Procedures* will be sent to all departments, along with a cover letter and a monthly budget report, which will be sent every month. The document will also be published on the Board of Finance's page on the Town website. Nick Brown thanked the committee members for their work.

Motion: Diane Gagnon, seconded by Ed Adelman, to approve the *Budget Management Policies and Procedures for Town Agencies*. Motion carried unanimously.

- b. **Update on *Accounting Policies and Procedures*:** The committee continues to work on each of the document's sections. Chairman Donahue asked members to consider whether they prefer receiving sections as they are reviewed, or the document in its entirety. She also asked members to consider whether they prefer receiving the document in printed form or electronically.

Additions to Agenda: none.

Citizen Comments: Stan Crawford inquired as to the interest collected in the Fire Department and Fletcher Memorial Library Certificates of Deposit. Treasurer Rodriguez stated that the interest is deposited into a fund and then checks for those amounts are sent to the separate entities annually. Chairman Donahue reported that the State Department of Education recommends the use of an attorney for the Governance Sub-Committee of the Hampton and Scotland AD Hoc Committee for Inter-district Education Cost Sharing. The sub-committee will alternate their meeting times to accommodate citizens interested in participating. The Hampton Elementary School Board of Education is also appointing a committee to discuss sharing services with the Town of Chaplin.

Suggestions for Next Agenda: Chairman Donahue asked members to forward suggestions for the next regular meeting.

Date, Time and Place of Next Meeting: October 13, 2021 at 7PM.

Adjournment: There being no further business to come before the Board, the Meeting adjourned at 7:51. PM.

Respectfully submitted,

Dayna McDermott Arriola
Recording Secretary

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

Link to Recording of Meeting:

https://us02web.zoom.us/rec/play/T_rcchWkBMK038IGzfUWt-0z-Z22qt48rrG-384OsTFV695dKhJZRgpdN6wCeW3iFn0v2F-QQEy8p3Q-.Dk5IKQU_asCv7yK