

Town of Hampton
Board of Finance
Special Meeting
August 19, 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, Judy Buell (7:15).

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

Citizen Comments: none.

Presentations: none.

Approval of Minutes

Motion: Ed Adelman, seconded by Diane Gagnon, to approve the Minutes of the July 14, 2021 Regular Meeting. Motion carried unanimously.

Reports/Actions

First Selectman: First Selectman Cahill stated that he had nothing to report but would field questions, responding to Ed Adelman that Town Hall remains open, but masks are required within the building.

Tax Collector: Chairman Donahue distributed the Tax Collector's monthly report for July, 2021; 4.7% of the \$3,897,655 Real Estate, Personal Property and Motor Vehicle tax bills sent have been collected thus far this fiscal year.

Treasurer: Treasurer Rodriguez reported that the Auditor will start the audit on September 7, and that she opened two Certificates of Deposit at Webster Bank with a three month and six month term, and two at Berkshire Bank with a six month and nine month term. She also requested transfers for FY2020-21 and FY2021-22.

Motion: Diane Gagnon, seconded by Nick Brown, to approve the following transfers for fiscal year 2020-21: \$250 to #6013-17 Community Center Supplies from #6013-19 Community Center Elevator Maintenance; \$1,434 to #6300 Sanitation Transfer Station from #7200 Covid Related Expenses; \$1,862 to #6300-04 Sanitation Trucking, \$165 from #6300-05 Transfer Station Lease and \$1,697 from #7200 Covid Related Expenses; \$93 to #6300-06 Sanitation MIDNEROC from #6300-05 Transfer Station Lease. Motion carried unanimously.

Motion: Diane Gagnon, seconded by Nick Brown, to approve the following transfers for fiscal year 2021-22: \$62 to #6006-06 Assessor Computer Support from #6006-10 Assessor Office Supplies; \$100 to #6010-05 GIS Mapping from #6010-06 P& Z Training. Motion carried unanimously.

Boards of Education:

Hampton Elementary School: Chairman Donahue reported that the school board assigned its ESSER 3 grant funds as follows: \$14,259 for Summer Enrichment Program; \$1,147 for After School Enrichment Programs; \$7,500 for Professional Development; \$3,956 for Supporting Educator Workforce; \$7,200 for Classroom Projectors; \$40,466 for Classroom Air Conditioning Units; \$40,000 for Playscape. She also sent a reminder to school officials of the timelines imposed by the ordinance governing the disposition of surplus funds.

Regional District #11: First Selectman Cahill reported that the school's paving project was completed and that vast HVAC improvements are planned.

Board of Finance Committees

Policies and Procedures Committee: The committee was forced to cancel their August 19 Meeting due to power outages.

Fire Department Length of Service Award Committee Report: Chairman Donahue reported that the committee has requested missing reports from Robert Sagistano, who represents Hometown Firefighter & EMS Services, as well as copies of the past and present annuity agreements and quotes for increasing the Life Insurance benefit and raising the eligibility age to 70. Annual Reports have been sent digitally to Treasurer Rodriguez.

Correspondence: The Report of the Tax Collector was received.

New Business:

a. Review of the Minimum Budget Requirement

Chairman Donahue reported confirmation that the amount voters approved for the elementary school budget meets the Minimum Budget Requirement. She also reported on the \$110,000 in reductions recommended by the Superintendent and approved by the school board: \$54,000 by eliminating one of the three buses; \$12,322 in reduced health insurance costs; \$710 from liability insurance adjustment; \$1,602 in workmen's compensation adjustment; \$2,716 using ESSER funds to supplant instructional equipment; \$21,650 by leaving one paraprofessional position vacant; \$10,050 by reducing Art position from .5 to .4 and \$6,950 by reducing Physical Education position from .8 to .7, though instruction in these subjects will not decrease. Chairman Donahue reported that the school's attorney is looking into the possibility of waivers for students whose parents transport them to school, and that the Superintendent has stated that there are funds to reinstate the third bus if the consequent schedule changes don't work.

Old Business

a. Update on *Budget Management Policies and Procedures for Town Agencies*:

Members reviewed the document and suggested changes. Ed Adelman questioned the use of the words "justified", "reasonably", and "appropriate" because of their subjectivity and asked if the Town attorney reviewed the document. Chairman Donahue explained that the attorney for the Town of Chaplin, which provided the document, reviewed it, noting that Hampton's auditor also reviewed the material and made suggestions. Mr. Adelman also questioned the policy "Creation of new expenditure line items requires prior written approval, and appropriate funding, by the Board of Finance", and asked if this was only during budget cycles. Chairman Donahue responded that the creation of a new line item could become necessary at other times, reminding members of the line item created for the Board of Finance attorney. Mr. Adelman suggested that the creation of a line item must be noticed on an Agenda. Stan Crawford asked if residents, as well as members, could respond to the policies. Chairman Donahue said that discussion and approval of the policies, which would be available on the Town website, would be noticed on the agenda. Jessica Samios offered the following suggestions:

- Purpose: The Board of Finance (BOF) is charged by Connecticut State statutes with effective control of budget expenditures by town boards, commissions, and agencies as defined in CGS Title 1, Chapter 14, Sec. 1-200 (see Appendix A).
- Statutory Requirements: Connecticut General Statutes (C.G.S.) Title 7, Chapter 106, Sections 7-347, 7-348, and 7-349 govern the management of budgeted appropriations by the Board of Finance and town departments/agencies and are incorporated herein (see Appendix B).

- Policies: Boards, departments, commissions, committees, and agencies (budget entities) may not exceed their total department budget as a whole approved at Town Meeting without prior written approval of the Board of Finance. This approval must be obtained before expenditures are incurred. *Approval is obtained by submitting the Special Request for Budget Appropriations (see section D. Procedures below and Appendix C).* Such approval is not automatically granted and this request must be thoroughly justified with appropriate documentation for the request. Every board, commission, committee and agency has a statutory obligation for compliance with this policy throughout the fiscal year. Agencies should request a budget adjustment only if the associated expense is truly unanticipated and unavoidable, or is legally or statutorily mandated, or is the result of an emergency or safety condition. *Any expenditure that can reasonably wait until the next fiscal year budget cycle will not be considered for a budget addition.*
- Page 7: Hampton Board of Finance Budget Management Policies and Procedures for Town Agencies Appendix B: Pertinent Connecticut General Statutes (C.G.S.)
- Page 9: Hampton Board of Finance Budget Management Policies and Procedures for Town Agencies APPENDIX C: Special Request for Budget Appropriations
- Page 11: Hampton Board of Finance Budget Management Policies and Procedures for Town Agencies APPENDIX D: Record of Revisions.

By general consent, it was agreed to table final approval of the document till the next meeting. Chairman Donahue thanked Kathi Newcombe for incorporating the changes suggested by the Auditor, and the members of the committee, First Selectman Cahill, and Treasurer Rodriguez for their contributions to the committee.

- b. Update on Accounting Policies and Procedures:** The meeting was cancelled due to power outage.

Additions to Agenda: none.

Citizen Comments: Judy Buell inquired as to oversight of the America Recovery Funds. First Selectman Cahill responded that the Board of Selectmen would oversee the spending and that NECCOG is assisting small towns with the documentation. He listed some potential uses, such as remote IT equipment for Town Hall, improvements to the Airline and the Little River Land Trails, improvements to the HVAC systems at Town Hall and at the Community Center. Chairman Donahue stated that Congressman Courtney was available to present information on the use of the funds to towns. Ms. Buell stated that small businesses are eligible to request funds, and asked if any have come forth. First Selectman Cahill said that while local non-profits have requested funds, private businesses have not.

Suggestions for Next Agenda: Chairman Donahue asked members to forward suggestions for the next regular meeting, which will include approval of the *Budget Management Policies and Procedures for Town Agencies*. Additionally, requests for submissions to the Annual Report for FY2020-21 will be made to boards, departments, commissions, committees, and organizations next month.

Date, Time and Place of Next Meeting: September 8, 2021 at 7PM.

Adjournment: There being no further business to come before the Board, the Meeting adjourned at 7:49 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/a_HogkCgSuNql5pZvLb2s8SDkgCMlyJGHGfa7_wk09tXEwTbarbJ6iF7Y8tdoqSdmrmNKSY8zO2kxCye.bdGjTuk6T1jTYXo0