

Town of Hampton  
Board of Finance  
Regular Meeting  
December 14, 2022  
7:00 PM

**Call to Order:** The meeting was called to order at 7:04PM.

**Roll Call:** Kathy Donahue, Diane Gagnon, Ed Adelman, Joan Fox, Nick Brown, Kathi Newcombe  
Staff and Others Present: First Selectman Allan Cahill, Selectman John Tillinghast, Treasurer Ellen Rodriguez, Recording Secretary Dayna McDermott-Arriola.

**Seating of Alternates**

**Motion:** Nick Brown, seconded by Diane Gagnon, to seat Kathi Newcombe for Judy Buell. Motion carried unanimously.

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve the Minutes of the November 9 Regular Meeting. Motion carried unanimously, Nick Brown abstaining.

**Reports/Actions**

**First Selectman:** First Selectman Cahill had nothing new to report to the Board.

**Tax Collector:** Chairman Donahue distributed the November report, which reported net collections of \$2,082,399.75, or 54.2% to date.

**Treasurer:** Treasurer Rodriguez requested three transfers.

**Motion:** Nick Brown, seconded by Diane Gagnon, to approve the following transfers: \$37 from #6003-06 Town Clerk Mileage to #6003-04 Town Clerk Assistant Training; \$791 from #6009-01 Election Registrar's Pay to #6009-05 Election Cards, Ballots, Maint. Motion carried unanimously.

A third request, \$1223 from #7000 Contingency to #6003-03 Town Clerk Assistant, was tabled. Chairman Donahue asked if the Town Clerk's discretionary account could be used to offset the expense of the Assistant as it was previously, and explained that the Town Clerk would need to request that the account be used to cover the expense. Ed Adelman asked if a new Town Clerk Assistant was appointed. Mr. Cahill explained that the new Town Clerk, Kaye Johnson, will appoint an Assistant. Chairman Donahue explained that the expense was incurred while Ms. Johnson was serving as the Assistant, prior to her appointment as Town Clerk.

Treasurer Rodriguez reported that the Auditor noted the Motion in the October 12, 2022 Minutes did not reflect the account from which the money would come, and that this would need to be corrected. It was decided to add the item to the Agenda.

Treasurer Rodriguez confirmed Ms. Newcombe's concern that the beneficiaries of the Fuel Fund should remain confidential in future reporting. Ms. Newcombe also inquired as to the replacement of net pay for DPW Foreman Don Sholes noted in the Transaction List. Treasurer Rodriguez explained that she received an emailed request to change Mr. Sholes' direct deposit, into which Ms. Rodriguez deposited two checks. After Mr. Sholes reported the lack of payment for the two periods, the request was discovered to be fraudulent. Subsequently, she reported the fraudulent activity to the bank, and an investigation is taking place in the hopes of compensating the \$3136.86. Chairman Donahue asked that the verification form be used for the protection of employees in the event of any changes to their direct deposits.

**Boards of Education:**

**Regional District #11:** Joan Fox reported that the school's newsletter was recently distributed, containing much information and a contest which has already received many responses.

**Hampton Elementary School:** Diane Gagnon said there was nothing new to report.

## **Board of Finance Committees**

**Policies and Procedures Committee:** The committee is still waiting for a response from the Hampton Elementary School on its financial procedures.

**Correspondence:** Chairman Donahue reported that some of the submissions for the FY2021-2022 Annual Report have been received, and that a reminder will be sent to those who have not submitted their reports, followed by a request to all departments, organizations, boards, commissions and committees for their FY2023-2024 budget requests.

## **Old Business:**

### **a. Discussion of Approved Length of Service Award Program Investment**

Chairman Donahue reported that the contract has been sent for review to the Town Attorney, who has not yet responded, according to First Selectman Cahill. Joan Fox asked if both attorneys for the Boards of Selectmen and Finance were reviewing the contract. Ms. Donahue stated only the Town Attorney was involved in the Length of Service Award Program. Ms. Fox also questioned the need and the cost of an Attorney for the Board of Finance. Ms. Donahue said that the finance board's attorney reviews its policies and procedures, and that as there is no retainer, no cost is incurred unless services are utilized.

## **New Business:**

### **a. Set Dates and Times for 2023**

**Motion:** Joan Fox, seconded by Nick Brown, to schedule the 2023 Regular Meetings of the Board of Finance for the second Wednesday of each month at 6:30PM. Motion carried unanimously. The Community Room will be reserved and used unless otherwise noted on the Agendas.

## **Additions to the Agenda:**

**Motion:** Kathi Newcombe, seconded by Diane Gagnon, to add to the Agenda Amendment of the Minutes of the October 12, 2022 Meeting. Motion carried unanimously.

### **a. Amendment of Minutes of October 12, 2022**

**Motion:** Nick Brown, seconded by Diane Gagnon, to amend the October 12, 2022 Minutes to reflect approval of the Planning and Zoning Commission's request to transfer \$400 to #6010-08 and \$210.66 to #6010.00 from #7000 Contingency. Motion carried unanimously.

**Citizen Comments:** Joan Fox asked if the committee established to research the consolidation of the Hampton and Scotland elementary schools would be submitting a financial report to the Towns. First Selectman Cahill explained that Scotland's First Selectman has the total expenses, including the cost of the referendum, all of which will be covered by grant funding. Chairman Donahue added that the grant was not fully expended. Kathi Newcombe asked why Hampton Elementary School has not yet complied with the request for their financial policies and procedures. Chairman Donahue explained that the change in Superintendents has delayed the response. Ed Adelman questioned the need for finance board oversight of the student census. First Selectman Cahill explained that the Town is responsible for signing checks based on student enrollment. Mr. Adelman also questioned the Enumerator's compensation, advocating for the responsibility to remain with the schools, not the Town. Mr. Cahill explained that the amount had been a line item in the school budget, but that Kathi Newcombe, who was formerly, and again recently, appointed as the Enumerator, is volunteering to perform the duty.

**Suggestions for Next Agenda:** Ed Adelman asked to revisit the subject of providing virtual opportunities for meetings. While members expressed interest in the Town providing for all of its agencies, Chairman Donahue explained that each agency has to have its own service. There was discussion on options, costs, legal requirements, and the facilitation of virtual platforms during the meeting.

**Motion:** Joan Fox, seconded by Diane Gagnon, to spend up to \$240 from the Board of Finance Legal line item to purchase a ZOOM service for finance board meetings. Motion carried unanimously.

**Date, Time and Place of Next Meeting:** January 11, 2023 at 6:30PM in the Community Room at Town Hall.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 8:02PM.

Respectfully submitted,

Dayna McDermott Arriola  
Recording Secretary

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