

Town of Hampton  
Board of Finance  
Regular Meeting  
December 9, 2020  
7:00 PM  
Zoom Meeting

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

**Roll Call:** Kathy Donahue, Diane Gagnon, Perry Matchinis, Ed Adelman, Nick Brown, Kathy Newcombe, Alyssa Languth, and Stan Crawford.  
Staff and Others Present: Treasurer Ellen Rodriguez, RD#11 Board Member Joan Fox, Recording Secretary Dayna McDermott-Arriola.

**Seating of Alternates:** Alyssa Languth was seated, on request, for Judy Buell.

**Citizen Comments:** On behalf of the Republican Town Committee, Chairman Juan Arriola thanked Perry Matchinis for his service, specifically for “stepping up to the plate” and “saying what needs to be said”, adding that the community also appreciates his efforts. Diane Gagnon seconded these sentiments.

**Approval of Minutes of November 16, 2020 Special Meeting**

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve the Minutes of the November 16, 2020 Special Meeting. Motion carried unanimously.

**Presentations:** none.

**Reports/Actions**

**First Selectman:** First Selectman Cahill was not present to report for the Board of Selectmen.

**Tax Collector:** The report of the Tax Collector was distributed to members and reviewed by Chairman Donahue.

**Treasurer:** Treasurer Rodriguez requested three transfers. Chairman Donahue asked if some of the Registrars of Voters’ increased costs were Covid-related and eligible for reimbursement. Registrar Dayna McDermott Arriola identified the postage associated with absentee ballots and the need for additional election officials as related to Covid, but directed specific questions pertaining to the costs associated with absentee ballots to the Town Clerk who administered them. Treasurer Rodriguez reported that the \$3000 of reimbursement for Covid-related expenses are recorded on a revenue line and will be applied to Covid-related costs.

**Motion:** Diane Gagnon, seconded by Perry Matchinis, to approve the following transfers: \$20 from Assessor Clerk #6006-02 to Assessor Supplies #6006-10; \$2200 from Contingency #7000 to Election Other Workers #6009-03; and \$200 from Election Cards/Ballots #6009-05 to Election Postage/Supplies #6009-04. Motion carried unanimously.

Chairman Donahue expressed concern regarding the amount spent to date on the Town Clerk’s Assistant’s pay. Treasurer Rodriguez stated that last year, the Town Clerk’s contingency account was used to compensate the Assistant when the budgeted amount was exceeded and that she expects the contingency account will cover the expense this fiscal year as well.

**Board of Education**

**Regional District #11:** RD#11 Board of Education member Joan Fox reported that the school instituted remote learning due to reported cases of Covid, with the expectation that the school will

reopen after the December vacation. Chairman Donahue noted that a new Business Manager has been hired and that she has contacted the Office regarding the finance board's receipt of the school's financial reports.

**Hampton Elementary School:** Chairman Donahue reported on the school's recent Finance Committee meeting and discussion of future costs, including the paving of the parking lot planned for the spring, additional special education costs, and health insurance, which is expected to increase 7 – 10%.

Ed Adelman reported that the teacher's contract was mediated and signed by the Board of Education Chairman and the Education Association President, though neither organization has yet to approve it. After approval, the contract will be available to the Board of Finance and the public.

### **Board of Finance Committees**

**Policies and Procedures Committee:** A draft version of the Policies and Procedures developed by the committee was distributed to members. Chairman Donahue stated that any subsequent changes will be sent to finance board members for review prior to the January meeting, when the Policies and Procedures manual is expected to receive tentative approval, with final approval at the February meeting.

**Correspondence:** Chairman Donahue announced that the finance board's attorney forwarded requested information to the Town Auditor. She also read email exchanges between the First Selectmen of Scotland and Hampton and the Hampton Elementary School Board of Education Chairman regarding the recent meeting of Scotland and Hampton officials convened to discuss strategies and collaborations to assist in making the elementary schools sustainable, a meeting First Selectman Cahill announced at the finance board's November 16 Meeting and reported on at the December 7 Meeting of the Board of Selectmen. The exchanges centered largely on the involvement of the Chairman of Hampton's Finance Board, which the Scotland First Selectman advocated for, as Scotland's fiduciary authority is the Board of Selectmen, while the Chairman of the Hampton Board of Education advocated for public meetings. Kathy concurred that the meetings should be public. Ultimately, the establishment of an ad hoc committee, representing various stakeholders in the two towns, was suggested.

### **Old Business**

- a. **Funding of Airline Trail Pamphlet and Trail Completion:** A communication from Laura McCabe, Hampton's representative on the Eastern Regional Tourism District, was read regarding the grant for the CT Airline Trail and Hampton's participation, which the finance board approved at its September 9 meeting. The grant requirements included with the letter will be delivered to the Treasurer, and the transfer of the Town's matching funds, \$3000, from Contingency, will be approved by the Board of Finance at the next meeting. Treasurer Rodriguez suggested that donations from individuals toward the project may be made to the Town of Hampton with a notation in the memo line.

### **New Business**

- a. **Development of Calendar for Budget Process:** Chairman Donahue suggested that the calendar for hearing budget requests be developed at the January Meeting.
- b. **Communications to Departments for Budget Requests and Submission to the Annual Report:** The Board of Finance Clerk will contact Town departments, agencies and organizations with written notification of the requests.
- c. **Access to Board of Finance Email Account:** To Alyssa Languth's question, Chairman Donahue responded that the First Selectman, the Chairman of the Board of Finance, and alternate member Kathi Newcombe have access to the account. According to Ms. Donahue, the account is checked

on a regular basis and correspondence addressed to the Board of Finance is forwarded to all members and/or attached to the Minutes as a subject of the finance board's meetings.

- d. **Discussion and action on STEAP Grant Match:** Kathy Donahue announced that the Town's proposal for a STEAP grant, \$134,000, \$67,000 of which will be reimbursed by the grant, was approved by the State in a letter dated November 9, 2020. Ellen Rodriguez explained that the funds will be transferred from the unassigned fund balance into a liability account created for the STEAP grant.

**Motion:** Diane Gagnon, seconded by Ed Adelman, to transfer \$134,000 from the unassigned fund balance to the STEAP liability capital and non-recurring account. Motion carried unanimously.

**Additions to Agenda:** none.

**Citizen Comments:** Chairman Donahue indicated that the State's expected deficit due to Covid costs, as well as the anticipated Education Cost Sharing decrease due from a decline in local student enrollment and the State's reallocation of funds to priority districts, will impact next year's budget. Chairman Donahue thanked Perry Matchinis for his service, particularly for his knowledge of, and personally for his "mentoring" on, governing statutes. Ed Adelman and Nick Brown also thanked Mr. Matchinis for his service on the Board of Finance. Mr. Matchinis thanked the members for their service and assistance on committees, reiterating his belief in the concept and the institution of the Board of Finance.

**Suggestions for next Agenda:**

Development of a Calendar for the Budget Process

Transfer of Funds for the Airline Trail Pamphlet

Review Draft of Policies and Procedures

Schedule Budget Workshop Sessions.

**Date, Time and Place of next Meeting:** January 13, 2021, at 7PM.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 7:55 PM.

Respectfully submitted,

Dayna McDermott Arriola  
Recording Secretary

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