

Town of Hampton
Board of Finance
Special Meeting
January 11, 2023
7:00 PM

Call to Order: The meeting was called to order at 6:32PM.

Roll Call: Kathy Donahue, Diane Gagnon, Ed Adelman, Joan Fox, Nick Brown, Kathi Newcombe (6:37).

Staff and Others Present: First Selectman Allan Cahill, Selectman John Tillinghast, Treasurer Ellen Rodriguez, Hampton Elementary School Board of Education Chairman Rose Bisson and Vice-Chairman Mark Becker, Recording Secretary Dayna McDermott-Arriola.

Seating of Alternates

Motion: Diane Gagnon, seconded by Ed Adelman, to seat Kathi Newcombe and Stan Crawford for Judy Buell and Nick Brown. Motion carried unanimously.

Citizen Comments: Board of Education Vice-Chairman Mark Becker reported that the school has spent the \$20,000 budgeted for fuel oil and will need to use some of the \$10,000 the Town reserved in Contingency for the purpose with the next fuel oil delivery. He also reported that the Superintendent has locked in a price for fuel oil at 3.67 per gallon for 7000 gallons. Chairman Donahue stated that, as this is a Special Meeting, the item will be placed on the next Agenda. Board of Education Chairman Rose Bisson informed the finance board that the school has received a Freedom of Information Request which was sent to the school's attorney for review, and though certain requested items were deemed privileged under HIPPA, the Superintendent is in the process of responding to the remaining items.

Approval of Minutes

Motion: Diane Gagnon, seconded by Joan Fox, to approve the Minutes of the December 14, 2022 Regular Meeting. Motion carried unanimously, Stan Crawford abstaining.

Reports/Actions

First Selectman: First Selectman Cahill reported that the second Town Hall newsletter was recently sent to residents, and that the Town Clerk received a discrimination claim from the Human Rights Commission which was subsequently sent to the Board of Education as the respondent. He also reported that enumeration continues, though it has been difficult to gather information on the student count; however it appears as though Hampton will experience a reduction in our share to Regional District #11. He praised the Public Works Department, and particularly Foreman Don Sholes, for his response to a system failure at Town Hall during the December power outage, which resulted in no damage to Town buildings.

Tax Collector: The December report has not been received.

Treasurer: Treasurer Rodriguez requested transfers, approved as follows:

Motion: Diane Gagnon, seconded by Ed Adelman, to approve the transfer of \$223 to #6003-03 Town Clerk Assistant from #6003-12 Records Management; \$160 to #6003-07 Town Clerk Professional Expenses from #6003-12 Records Management; and \$292 to #6100-13 DOT Physicals from #6100-15 Emergency Management Coordinator; \$1721.59 to 6003-03 Town Clerk Assistant to #6003-12 Records Management; .45 to #6003-03 Town Clerk Assistant from #6003-12 Records Management; \$1500 to #6003-13 Town Clerk Computer/Equipment from #6003-02 Town Clerk Land Records. Motion carried unanimously.

Treasurer Rodriguez also announced that a six-month Certificate of Deposit at Berkshire Bank matured. Chairman Donahue stated that the item would be included on the next Agenda. She also asked if there was any further information on the fraud reported at the last meeting; Treasurer Rodriguez stated that she was having a difficult time reaching bank personnel.

Boards of Education:

Hampton Elementary School: Chairman Bisson reported that the budget is tight this year due to some unexpected expenses, yet account can be frozen to cover expenses for the remainder of the year. She also announced receipt of the discrimination complaint, which has been referred to the school's attorneys. Vice-Chairman Becker reported that a third

presentation on the HVAC system is scheduled for the next Finance and Operations Committee meeting. The committee is still investigating options for the system, as well as possible grants to fund the project. The meetings have been recorded and are available to the public.

Regional District #11: The board of education did not meet in December, but member Joan Fox announced a fundraiser for the Dakota Bartlett Scholarship fund scheduled for March 11, at 6PM, at the Elks Lodge in Willimantic.

Board of Finance Committees

Policies and Procedures Committee: Chairman Donahue announced that the Superintendent just sent the financial procedures of the Hampton Elementary School, which will be distributed to members.

Correspondence: Chairman Donahue reported receipt of the Town Clerk's budget information for transfers, the school's financial procedures from the Superintendent, and Hometown Insurance's request for payment of the administrative fees, which she forwarded to the First Selectman. She also reported that the Town Attorney, in reviewing the documents regarding the Length of Service Award Program, forwarded some questions; Ms. Donahue read her response to the board members. She also relayed the attorney's suggestion that a more formal arrangement be developed for the program, and that the Town Attorney is seeking examples of these.

Old Business:

- a. **Discussion of Approved Length of Service Award Program Investment**
(covered under Correspondence)

New Business:

- a. **Set Dates and Times for Budget Work Sessions**
After discussion, March 29 and April 19, at 6:30PM, were two dates tentatively scheduled until Chairman Donahue has an opportunity to check on the availability of the members not present at this meeting.

Citizen Comments: Ed Adelman thanked Chairman Donahue for providing a hybrid option for tonight's meeting.

Suggestions for Next Agenda:

Budget presentations will be scheduled as they are received; Chairman Donahue announced that requests for proposals from all Town agencies will be sent jointly from the Boards of Selectmen and Finance.

Date, Time and Place of Next Meeting: February 8, 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 7:07PM.

Respectfully submitted,

Dayna McDermott Arriola
Recording Secretary

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

