

Town of Hampton
Board of Finance
Regular Meeting
January 8, 2019
7:00 pm
Hampton Town Hall

Call to Order: The meeting was called to order at 7:07 p.m.

Members/Alternates Present: Jeff Clermont, Ed Adelman, Mike Higgins, Nick Brown, Rick Matejka, Perry Matchinis, and Kathy Donahue.

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Board of Education Chairman Rose Bisson, Recording Clerk Dayna McDermott-Arriola.

Citizen Comments: none.

Approval of Minutes:

Motion: Ed Adelman, seconded by Nick Brown, to approve the December 11, 2018 Regular Meeting Minutes. Motion carried unanimously.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill read a letter of resignation from Dave Fowler, stating that the Board of Selectmen accepted his resignation at their last meeting and appointed Kathi Newcombe to serve as an alternate member of the Board of Finance. Chairman Clermont thanked Mr. Fowler for his service, and concurred with Mr. Cahill that he should continue to receive communications from the Board of Finance as his input was much appreciated. Ed Adelman raised some questions as to party affiliation as it relates to representation on the Finance Board. First Selectman Cahill also reported that the Ordinance Committee has been reinstated and Kathy Donahue and Perry Matchinis have been appointed as members. Completion of construction on the Firehouse has been delayed due to weather issues, removal of hazardous trees continues, and the windows have been installed in the lower level of Town Hall. Mr. Cahill noted that the Fletcher Memorial Library Board is proposing an expansion of the sun room in order to make adequate, accessible space for programs; the project is estimated to cost \$30,000 to \$50,000 and will require approval from the Zoning Board of Appeals. Mr. Cahill also reported that the Department of Environmental Protection approved a grant to complete paving of the Airline Trail, and that State Representative Doug Dubitsky met recently with tri-town Selectmen and Regional District #11 officials to obtain input for the legislative session and to discuss the future of Parish Hill Middle/High School. As part of the 5 Year Plan, First Selectman Cahill will request a transfer from the General Fund to the Building Capital and Non-recurring Account to cover the costs of a new telephone system, which is urgently needed. The two existing bids range from \$13,300 to \$15,600. Nick Brown volunteered to look into a Virtual PBX system and to report his findings within the next week.

Tax Collector: none.

Treasurer: Treasurer Rodriguez requested four transfers.

Motion: Nick Brown, seconded by Mike Higgins, to approve the following transfers: \$225.00 to #6009-05 Election Card and Ballots from # 6009-03 Election Training/Mileage; \$325.00 to # 6010-02 P & Z Legal Notices from #6010-08 P & Z Legal/Engineering; \$7500.00 to # 6208 Tree Removal from #6201-00 Road Paving; \$1000.00 to # 6100-10 Building Inspector Clerk from #7000 Contingency. Motion carried unanimously.

Perry Matchinis raised the possibility of applying some of the monies in the Open Space and Land Acquisition accounts, currently \$194,000 and \$51,000 respectively, toward the costs of tree removal. Chairman Clermont stated that this discussion could be part of the upcoming budget deliberations. Treasurer Rodriguez also reported that two Certificates of Deposit, worth approximately \$120,000 each, have matured. By general consent it was agreed to divide them equally for a six month CD at a rate of 2.39% and a 9 month CD at a rate of 2.43%.

Board of Education: Chairman Rose Bisson reported for both the Hampton Elementary School and the Regional District #11 Board of Education.

The Hampton Elementary School Board ended FY2017-2018 with an unaudited surplus of approximately \$17,000. Chairman Bisson requested that the unspent funds be placed in the school's Capital & Non-recurring account toward paving the parking lot and the playground. While it was agreed to wait until the audited amount was finalized to grant the request, Perry Matchinis said he would review and apprise Chairman Bisson and members of the Board of Finance of the timeline for the Board of Education's requests concerning unspent funds as established by ordinance.

Chairman Bisson reported on the contract for the Regional District #11 Certified Staff, recently ratified by both the Board of Education and the Teachers' Association, which includes: an 8.84% raise over three years – a 1.75% general wage increase with no steps in the first year, and step increases with 1% raises for staff on the top step in the second and third years; a high deductible insurance plan with 18%, 19% and 20% premium shares over the three years, and some additions and removals of stipends, which will realize a 1.75% general wage increase.

Board of Finance Committees:

Fiscal Policy and Procedures Committee:

- a. The Committee's proposal was distributed to members. Chairman Higgins reviewed the committee's recommendation. He explained the committee's intent to establish guidelines for providing written records in obtaining and selecting bids, noting that the First Selectman met with the committee to determine the amounts deemed reasonable to require a bidding process. Kathy Donahue explained the committee's process and decision to use the Town of Canterbury's ordinance as a template, changing the amounts to an expenditure of \$3,000 to initiate the bidding process, and \$20,000 to require sealed bids. Members thanked Kathy Donahue for her work on the committee.
Motion: Nick Brown, seconded by Rick Matejka, to forward the committee's recommendation to the Ordinance Committee and to the Town Clerk. Motion carried unanimously.

Other: Perry Matchinis volunteered to attend a training session on meetings provided by the Council of Municipalities and to ask the questions raised concerning the appointment of alternates and minority representation.

Correspondence: letter of resignation reported by First Selectman.

Old Business:

- a. **Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11:**
Chairman Clermont explained that he received the Hampton Elementary School's statement late in the afternoon, and that Regional District #11 erroneously sent the financial statements of the Town of Chaplin. Kathy Donahue asked that the financial information requested from both the Hampton Elementary and Regional District #11 Boards of Education include the

administrative reports. Chairman Bisson said that the elementary school reports would be sent, but the RD#11 reports are only delivered orally at the Board of Education meetings. Ms. Donahue suggested that the details of the administrative reports be included in the RD#11 Board Minutes.

- b. Report on Fire Department Construction Project:** *The Fire House Addition Project Schedule of Value* was distributed.

New Business:

- a. Regional District #11 Certified Staff Contract:** reported under Board of Education.

Citizen Comment: Kathi Newcombe asked where the Town Ordinances and the Board of Finance By-Laws could be found. The Town Ordinances are in the Town Clerk's Office; the Board of Finance Clerk will forward a copy of the By-Laws.

Suggestions for Next Agenda:

Report on Fire Department Construction Project

Monthly Distribution and Review of Financial Statements of Hampton Elementary School and Regional District #11

Hampton Elementary School's Request for Surplus Funds

Budget Presentations: Planning & Zoning, Fletcher Memorial Library & the Hampton-Chaplin Ambulance Corps

Development of Timeline for Submitting Budget Requests

Date, Time and Place of Next Meeting:

Regular Meeting on February 12, 2019 at 7 p.m. in the Community Room of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 8:30 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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

