

Town of Hampton  
Board of Finance  
Regular Meeting  
July 12, 2023  
6:30PM

**Call to Order:** The meeting was called to order at 6:31PM.

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

**Motion:** Joan Fox, seconded by Nick Brown, to seat Stan Crawford for Diane Gagnon. Motion carried unanimously.

**Citizen Comments:** none.

**Approval of Minutes:**

**Motion:** Nick Brown, seconded by Judy Buell, to approve the May 17, 2023 Regular Meeting Minutes with the following amendments: under Discussion and Possible Action on Budgets, the Motion to “reduce the Recreation Commission’s budget request by \$2000...carried 5 – 1...Chairman Donahue reported that the State Legislature is still deliberating the funding of Educational Cost Sharing, with the Governor’s budget reducing the town’s amount by \$74,060.” Motion carried unanimously.

**Motion:** Nick Brown, seconded by Ed Adelman, to approve the May 25, 2023 Public Hearing Minutes with the following amendment: under Budget Presentations and Public Input on Proposed 2023-24 Town Government and Hampton Elementary School Budgets, “Nick Brown...also noted that the town lost \$300,000 in revenue *for multiple years* for the non-payment of taxes by the Solar Park”. Motion carried unanimously.

**Motion:** Judy Buell, seconded by Nick Brown, to approve the May 25, 2023 Special Meeting Minutes with the following amendments: under Discussion and Possible Action on FY2023-24 Municipal Budget and FY2023-24 Hampton Elementary School Budget, “Chairman Donahue...reminded members that there remained a potential for a reduction of \$74,060 in the Education Cost Sharing (ECS) grant...the Town will lose *an additional \$414,823* by 2023...strike “*hiring a beginning teacher with a Master’s Degree would be \$30,000-\$36,000 less than the teacher retiring...*Joan Fox voiced opposition to reducing the budget, suggesting that the school’s proposal remain intact and that *the removal of \$100,000...from the Fire Department’s Capital & Non-Recurring Account could be considered instead.*” Motion carried unanimously.

**Motion:** Judy Buell, seconded by Nick Brown, to approve the June 14, 2023 Regular Meeting Minutes with the following amendments: under Treasurer’s Report add “*\$24 to Treasurer’s Payroll from Treasurers Postage*” and under Correspondence, “Chairman Donahue reported *she did not receive* the school’s monthly financial reports”. Motion carried unanimously, Nick Brown abstaining.

**Motion:** Judy Buell, seconded by Nick Brown, to approve the June 15, 2023 Special Meeting Minutes with the following amendments: under Discussion of Referendum Results “Selectman Grindle reported the preliminary *unofficial* referendum results... The *certified* results, when they became available, were announced...Approved: *117-35*”. The *Certificate of Vote* was attached to the June 15, 2023 Minutes. Motion carried unanimously.

**Reports/Actions**

**First Selectman:** First Selectman Allan Cahill reported that the Board of Assessment Appeals will meet to make a resolution empowering the Town Assessor to correct assessments on vehicles as needed due to the high volume of errors in the tax bills. He also reported that officials from Eastford, Pomfret and Hampton will meet to discuss the towns’ assessments for the KB Ambulance contract. Mr. Cahill and Chairman Donahue reported on a meeting with the RD#11 Superintendent to resolve a residency dispute involving three students. Though an additional \$80,000 from Hampton was requested by the Superintendent, the family in question has yet to provide proof of a Hampton residence for the year in question. Examples of proof of residency from other towns were provided to the Superintendent to avoid these situations in the future.

**Tax Collector:** Chairman Donahue received and distributed the Tax Collector’s most recent report to board members.

**Treasurer:** Treasurer Rodriguez requested several transfers.

**Motion:** Nick Brown, seconded by Stan Crawford, to approve the *Special Request for Budget Appropriations* from the Treasurer to transfer \$46.00 to #6005-07 Treasurer Payroll Fees from #7000 Contingency. Motion carried unanimously.

**Motion:** Nick Brown, seconded by Judy Buell, to approve the following transfers: \$155.00 to #6003-03 Town Clerk Assistant from #6003-12 Records Management; \$6.00 to #6003-05 Town Clerk Mailing Costs from #6003-09 Town Clerk Vital Statistics; \$21 to #6003-10 Town Clerk Legal Notices from #6003-09 Town Clerk Vital Statistics; \$43.00 to #6005-03 Treasurer Mileage from #6005-06 Treasurer Postage; \$12 to #6006-05 Assessor Professional Expenses from #6006-11 Assessor Web Hosting; \$62.00 to #6007-02 Town Hall Water from #6007-03 Town Hall Maintenance; \$66.00 to #6009-04 Election Postage Supplies from #6009-06 Election HAVA Expenses; \$208.00 to #6009-01 Election Registrar Pay to #6009-07 Election Canvass; \$727.00 to #6009-01 to Election Registrar Pay from #6009-02 Election Other Workers Pay; \$465.00 to #6009-01 to Election Registrar Pay from #6009-03 from Election Training/Mileage; \$689.00 to \$689.00 P&Z Clerk from #6010-08 P&Z Legal/Engineering; \$196.00 to #6010-01 P&Z Enforcement Officer from #6010-08 P&Z Legal/Engineering; \$348.00 to #6010-04 DEP Land Use from #6010-08 P&Z Legal/Engineering; \$155.00 to #6012-01 Board of Finance Administration from #6012 Auditor; \$425.00 to #6013-06 to Town Hall Telephone from #6013-03 Town Hall Electricity; \$136.00 to #6013-09 Town Garage Telephone from #6013-03 Town Hall Electricity; \$137.00 to #6013-10 Community Center Electricity from #6013-03 Town Hall Electricity; \$225.00 to #6013-17 Community Center Supplies from #6013-11 Community Center Oil; \$688.00 to #6100-10 Building Inspector Clerk from #6100-07 Building Inspector Mileage; \$150.00 to #6100-13 DOT Physicals from #6100-12 Burning Permits; \$430.00 to #6300-00 Transfer Station from #6300-01 Sanitation Payroll; \$153.00 to #6300-02 DEP Permit from #6300-01 Sanitation Payroll; \$7.00 to #7603 Dog Tags, form #7606 Dog Fees ST of CT. Motion carried unanimously.

Chairman Donahue explained that the Registrars of Voters and the Sanitation Department will have to complete and submit *Special Request for Budget Appropriations* forms for transfers from the Contingency fund to cover this year's expenses. Treasurer Rodriguez reported that the assessment amount sent from RD #11 does not match the amount in the budget the Town approved. Chairman Donahue will check on this with RD#11 officials.

**Boards of Education:** Chairman Donahue reported that the RD#11 Board of Education elected new officers, and that the Hampton Elementary School Board of Education granted a three month leave of absence for the superintendent, appointed the Scotland Elementary School Superintendent to fill the vacancy during the leave, and hired a new principal. Joan Fox inquired as to the cost per vote for the referendum, which experienced an unusually low rate of participation this year. Chairman Donahue reminded members that sending questions to referendum is the purview of the Board of Selectmen, and that citizens can also petition questions to referendum. First Selectman Cahill said he's inclined to send questions to referendum due to the conduct of certain residents the last time questions were voted at the Annual Town Meeting.

#### **Board of Finance Committees**

**Policies and Procedures Committee:** No report.

**Correspondence:** Chairman Donahue reported receipt of the schools' monthly financial reports and the Tax Report.

**Old Business:** none.

**New Business:** none.

**Additions to Agenda:** none.

**Citizen Comments:** none.

#### **Suggestions for Next Agenda:**

Chairman Donahue stated that a sub-committee should be established to manage the Annual Report. She has obtained information from the Town of Chaplin's Board of Finance for review. She requested that members forward suggestions for the next regular meeting.

**Date, Time and Place of Next Meeting:** August 9, 2023 at 6:30PM in the Community Room of Town Hall.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 7:10PM.

Respectfully submitted,

Dayna McDermott Arriola  
Recording Secretary

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