

Town of Hampton
Board of Finance
Regular Meeting
March 8, 2023
6:30PM

Call to Order: The meeting was called to order at 6:30PM.

Roll Call: Kathy Donahue, Diane Gagnon, Ed Adelman, Joan Fox, Judy Buell, Kathi Newcombe, Stan Crawford.
Staff and Others Present: First Selectman Allan Cahill (6:55), Selectman John Tillinghast, Treasurer Ellen Rodriguez, Town Clerk Kaye Johnson, Recording Secretary Dayna McDermott-Arriola.

Seating of Alternates

Motion: Ed Adelman, seconded by Diane Gagnon, to seat Stan Crawford for Nick Brown. Motion carried unanimously.

Citizen Comments: none.

Approval of Minutes

Motion: Diane Gagnon, seconded by Ed Adelman, to approve the Minutes of the February 8, 2023 Regular Meeting with the following amendments: under Budget Presentations: Conservation Commission “To *Nick Brown’s* question on the \$2000 cost of equipment for clearing and maintenance of trails, *Mark Cardwell* confirmed that this piece of equipment is not currently owned by the Department of Public Works”; under Budget Presentations: Seniors Organization “...requested their current account balance; *Diane Gagnon* requested the *Treasurer’s Report*.”; under Old Business: Update on Approved Length of Service Award Program Investment: “...the Town Attorney suggested the Legislative Body at a Town Meeting *formalize* the Length of Service Award Program. Current interest rates range from 4.75% to 5.45% with terms ranging from one to ten years. *After one year, up to 10% of the amount can be withdrawn without penalty. The money will be transferred to the Hampton Volunteer Fire Department Flushing Bank Trust Account, with Hometown Fire and EMS Services administering the investment.*”; under Additions to the Agenda: Discuss and Take Action on the Length of Service Award Program Investment “Motion: Stan Crawford, seconded by Nick Brown, to invest \$250,000, *as approved by the town, in a ten year term at American National Insurance Company...*”. Motion carried unanimously.

Budget Presentations:

Town Clerk: Town Clerk Kaye Johnson distributed the *Office Budget Request 2023-2024* and a packet of explanatory information including historical expenses of the office and salary comparisons with area towns. Ms. Johnson explained the rationale for all increases and decreases in the budget. She also explained the uses of accounts and items, specifically Historic Document Preservation, Town Clerk Discretionary, and Records Management Projects. Stan Crawford noted that the Board of Selectmen recommends the salary rates and adjustments, and Chairman Donahue added that a committee periodically reviews the compensation and benefits of all Town employees.

Green Energy Committee: The committee is requesting the same amount as for FY2022-2023.

Inland, Wetlands & Watercourses Agency: The agency is requesting the same amount as for FY2022-2023.

Registrars of Voters: The *FY2023-2024 Budget* was distributed. Increases are the result of a minimum wage increase and three major voting events – a Municipal Election and potentially two Presidential Primaries. Early voting legislation, though not reflected in the request, will impact the budget if instituted in FY 2023-2024.

Reports/Actions

First Selectman: First Selectman Cahill reported that department budgets are still being submitted, and that the rate for bulky waste will increase by 3 – 5%. The installation of doors at the old Town Garage was completed, and cameras have been installed at Town Hall due to the recent theft of a large computer screen and vandalism of the generator. The Audit is complete and ready for distribution; there were no deficiencies noted.

Tax Collector: The February report was received and reported a net collection of \$3,074,204.15 to date.

Treasurer: Treasurer Rodriguez requested three transfers.

Motion: Diane Gagnon, seconded by Stan Crawford, to approve the transfer of \$15.00 to #6006-06 Assessor Computer Support from #6006-11 Assessor Web Hosting; \$211.00 to #6013-08 Town Garage Oil from #6013-07 Town Garage Electricity; \$68.00 to #6013-16 Community Center Alarm from #6016-16 Community Center Cleaning. Motion carried unanimously.

In response to Kathi Newcombe's question on the recent claim of fraud, Treasurer Rodriguez said there was nothing further to report at this time.

Boards of Education:

Regional District #11: Chairman Donahue reported that school officials are addressing the school's special education costs. The board continues to work on the budget with the latest draft representing a 4.86% increase.

Hampton Elementary School: Diane Gagnon announced that the board is seeking a resident elector to fill the vacancy left by Anne Gruenberg's recent resignation until the Municipal Election. Chairman Donahue reported that the latest draft of the budget represents a 5.15% increase. She also stated that the First Selectman reported a loss of \$75,420 in State grant funding, which includes a reduction in Education Cost Sharing as prescribed by the formula developed by the State; this reduction does not include declines in enrollment.

Board of Finance Committees

Policies and Procedures Committee: The committee will be scheduling a meeting as the Hampton Elementary School has submitted their fiscal procedures.

Correspondence: Chairman Donahue reported receipt of department budget proposals, the schools' monthly financial reports, the February tax report, and communications with Hometown Insurance and the Hampton Fire Company.

Old Business:

a. Update on Approved Length of Service Award Program Investment

Chairman Donahue reported that the Hampton Fire Company has named two annuitants: Deputy Chief James Kilburn and second signer Rebecca McCollum.

New Business:

a. Discuss and Act on Board of Finance Submissions' to Annual Report: tabled.

Additions to Agenda

Motion: Stan Crawford, seconded by Diane Gagnon, for discussion and possible action on renewing Certificates of Deposit. Motion carried unanimously.

Discussion and Possible Action on Certificates of Deposit

Treasurer Rodriguez distributed the current interest rates from various financial institutions. As the Short-Term Investment Fund (STIF) currently offers the highest rate of interest, it was decided by general consent that funds should remain in the STIF account, to be reviewed at a later date.

Citizen Comments: none.

Suggestions for Next Agenda:

Budget presentations will be scheduled as they are received. Budget work sessions are scheduled for March 29 and April 19. Chairman Donahue will contact the Auditor for a presentation during a Regular Meeting.

Date, Time and Place of Next Meeting: April 12, 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 7:33PM.

Respectfully submitted,

Dayna McDermott Arriola
Recording Secretary

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