

Town of Hampton  
Board of Finance  
Regular Meeting  
November 9, 2022  
7:00 PM

**Call to Order:** The meeting was called to order at 7:03PM.

**Roll Call:** Kathy Donahue, Diane Gagnon, Ed Adelman, Joan Fox, Stan Crawford, Kathi Newcombe  
Staff and Others Present: First Selectman Allan Cahill, Selectmen Bob Grindle and John Tillinghast, Treasurer Ellen Rodriguez, Recording Secretary Dayna McDermott-Arriola.

**Seating of Alternates**

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

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve the Minutes of the October 12 Regular Meeting with the following amendment: Under Discussion on Planning & Zoning Commission's Request for Additional Funding for FY2021-2022, "Selectman Cahill contacted the Town attorney who conveyed that there were different interpretations of the relevant statute. *While supportive of the Commission's request, Kathi Newcombe stated that the opinions of the auditor and the attorney were too vague regarding the necessity of a Town Meeting to approve the funding without one....*" Motion carried unanimously.

**Motion:** Ed Adelman, seconded by Diane Gagnon, to approve the Minutes of the October 20 Special Meeting. Motion carried unanimously.

**Motion:** Diane Gagnon, seconded by Kathy Donahue, to add Approval of Minutes of October 25 Special Meeting to the Agenda. Motion carried unanimously, Ed Adelman abstaining.

**Motion:** Diane Gagnon, seconded by Kathy Donahue, to approve the Minutes of the October 25 Special Meeting. Motion carried unanimously, Ed Adelman and Stan Crawford abstaining.

**Reports/Actions**

**First Selectman:** First Selectman Cahill reported that the Auditor, currently completing the Annual Audit, is requesting an extension as he is waiting for items from the Hampton Elementary School, and that enumeration is proceeding. Diane Gagnon repeated her question raised last month on whether tuition would be charged for the Scotland students who attended Hampton Elementary; Mr. Cahill stated he had nothing to report. He also announced that Eversource has joined the suit concerning the Solar Park, and to Ed Adelman's question, clarified that Eversource and our Town are represented by the same law firm. Mr. Cahill discussed meeting with the Green Energy Committee and a solar company regarding installation of panels on the Town Garage, and with RD#11 officials and a representative from ConnectiCare to review claims for budgeting purposes; an approximate 25% increase is anticipated. Mr. Cahill also reported that the Town is ordering the Department of Public Works truck, a purchase previously approved by voters, and announced receipt of \$2,400 from deposits collected from liquor sales, the result of legislation that added a five-cent deposit fee on liquor bottles smaller than 50 milliliters to return to the town where these "nips" are sold. This is the second installment received. The Town will forward an anticipated \$700 from the Opioid Fund to the schools for drug education. Mr. Cahill also announced that the Selectmen at their November 7 meeting appointed Kaye Johnson Town Clerk to replace Shannon Haddad who has resigned. To Diane Gagnon's question on the appointment of Assistants to the Town Clerk, Mr. Cahill responded that no assistant has been appointed yet.

**Tax Collector:** Chairman Donahue distributed the October report, which reported net collections of 2,070,870.06, or 53.9% to date.

**Treasurer:** Treasurer Rodriguez requested four transfers.

**Motion:** Stan Crawford, seconded by Diane Gagnon, to approve the following transfers: \$73 from #6003-02 Town Clerk Land Records to #6003-03 Town Clerk Asst; \$153 from #6003-02 Town Clerk Land Records to #6003-04 Town Clerk Asst. Training; \$213 from #6007-03 Town Hall Maintenance to #6007-04 Town Hall Fire Extinguisher; \$110 from #6010-07 P & Z Supplies to #6010-04 DEP Land Use Fees. Motion carried unanimously.

Kathi Newcombe asked several question regarding changes to the Capital Non-recurring Accounts, which reflected interest earned, fees collected on deeds, liens settled, and the maturation of Certificates of Deposit. To Stan Crawford's question, Treasurer Rodriguez reported that there is \$7,312 in the Fuel Fund Account.

### **Boards of Education:**

**Regional District #11:** Joan Fox reported that the school is fully staffed and that the school's newsletter will be delivered soon. Homecoming is scheduled for the weekend, and a luncheon for veterans will be served on November 11, with history students interviewing veterans.

**Hampton Elementary School:** Chairman Donahue announced that the school board followed the vote of the people in the non-binding referendum to unanimously vote against the proposed merger with Scotland Elementary School. First Selectman Cahill stated that a number of out-placed students were reportedly attending Hampton Elementary, and so the school's student count will need to be updated.

### **Board of Finance Committees**

**Policies and Procedures Committee:** The committee is still waiting for a response from the Hampton Elementary School on its financial procedures.

**Correspondence:** Chairman Donahue received the Tax Collector's October Report, Regional District #11's and Hampton Elementary's financial reports, and correspondence from Bob Sagistano of Hometown Firefighter and EMS Services with samples of annuities. A request for submissions to the FY2021-2022 Annual Report has been sent to all departments, organizations, boards, commissions and committees, and the Assessor and Hampton Elementary School have sent their submissions. A request for information from the Board of Finance for the Selectmen's newsletter has been received; information on the budget process and timeline will be included in the next newsletter.

### **Old Business:**

#### **a. Discussion of Approved Length of Service Award Program Investment**

Chairman Donahue reviewed the terms of the annuities contained in the distributed information, explaining that the board needed to consider investing the full amount, or laddering the amounts. Mr. Sagistino suggested that the board name as the individual annuitants the Chairman of the Board of Finance and the Town's Chief Executive Officer, the First Selectman. Stan Crawford suggested naming Nick Brown, as he is younger and has financial experience. Though interest rates are expected to increase minimally in the next few weeks, members, with the exception of Mr. Brown in a correspondence, concurred that the Town enter into the agreement now rather than later. Chairman Donahue confirmed that after depositing the \$250,000, there is enough left in the other accounts to cover the death benefit for the Fire Department member who recently died. Treasurer Rodriguez will distribute information on the administrative fees to members, and the Town Attorney will review the annuity agreement prior to its signing.

**Motion:** Diane Gagnon, seconded by Stan Crawford, to add to the Agenda Approval of Length of Service Award Program Investment. Motion carried unanimously.

**Motion:** Diane Gagnon, seconded by Stan Crawford, to invest the \$250,000 approved by the Town for the purpose of funding the Length of Service Award Program into Nationwide annuities for seven-year terms at a rate of 5.35%. Motion carried unanimously.

### **New Business:**

#### **a. Discussion and Approval of Hampton Elementary School's Request for Transfer of \$20,000 from the HES FY2021-2022 Budget Surplus to the HES Capital and Non-Recurring Account**

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve Hampton Elementary School's Request for Transfer of \$20,000 from the HES FY2021-2022 Budget Surplus to the HES Capital and Non-recurring Account. Motion carried unanimously.

Stan Crawford asked if this could be used for fuel costs. Chairman Donahue stated it could not, but reminded members that the school was informed that they could request of the Board of Finance additional funds to cover fuel costs if needed.

**Additions to the Agenda:** Ed Adelman revisited the subject of providing virtual options for meetings. Chairman Donahue explained the most recent legislation which provides for specific requirements, such as storage of the recorded files for public access, and stated she is not willing to store files on her personal computer, a sentiment members shared. It was suggested that the Town pursue the matter, as members agreed that providing virtual links to meetings for officials and the public is important. First Selectman Cahill will discuss options with the Town Planner, who provides this service for the Planning & Zoning Commission. Chairman Donahue has been personally paying for the Zoom service used at meetings; Treasurer Rodriguez agreed to check on whether or not other officials who have provided virtual links to meetings have been reimbursed for their costs.

**Citizen Comments:** none.

**Suggestions for Next Agenda:** Discussion of hybrid meetings; setting meeting dates and times for 2023.

**Date, Time and Place of Next Meeting:** December 14, 2022 at 7PM in the Community Room at Town Hall.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 8:10PM.

Respectfully submitted,

Dayna McDermott Arriola  
Recording Secretary

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