

Town of Hampton
Board of Finance
Special Meeting
December 30, 2020
7 PM
Zoom Meeting

Call to Order: The meeting was called to order at 7:01 PM.

Roll Call/Seating of Alternates: Kathy Donahue, Diane Gagnon, Ed Adelman, Judy Buell, Kathi Newcombe, and Stan Crawford.

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer, Ellen Rodriguez, Fire Department Chief Rich Schenk, Recording Secretary Dayna McDermott-Arriola.

Motion: Judy Buell, seconded by Diane Gagnon, to seat Stan Crawford for Perry Matchinis. Motion carried unanimously.

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

Citizen Comments: none.

Old Business:

a. Discussion and Possible Action on Funding of Airline Trail Pamphlet

Chairman Donahue announced that anticipated donations amounting to \$1100, additional donors, and advertisements included on the pamphlet would probably cover its cost.

Treasurer Rodriguez stated that a special liability fund will be established for the funding, suggesting that donations note "Trail Pamphlet" in the memo line of checks. Chairman Donahue will provide the agency's information to the Treasurer.

Motion: Diane Gagnon, seconded by Judy Buell, to approve \$3000 from the contingency fund for funding the Airline Trail Pamphlet. Motion carried unanimously.

New Business:

a. Discussion and Possible Action on Lease/Purchase of Scott Air Packs for the Fire Department

Proposals for the Scott Air Packs (self-contained breathing apparatus) were distributed to members by Chairman Donahue. Fire Department Chief Rich Schenk explained that 12 additional Packs are needed at this time. Mr. Schenk reported that Shipman's Fire Equipment sent the cost of purchasing 12 packs, \$102,270, and that the cost of the Community Leasing Partners' proposal for a five-year lease/purchase is \$134,483, for a potential savings of \$28,213.60, though the purchase offer expires at the end of the year. Mr. Schenk has not yet confirmed that the company would extend the offer in order to accommodate the town's approval process. Treasurer Rodriguez reported that \$19,300 was budgeted for the Packs this year, and Chairman Donahue reported there is \$962,297 in the unassigned funds, which represents 18% of the budget, an amount, Stan Crawford noted, that exceeds the State's recommendation. First Selectman Cahill stated that OSHA mandates equipment be less than 15 years old, and that the continued use of the current Packs creates risk management issues. Mr. Schenk verified that only the two new packs are in compliance. He also noted that the Fire Department does not anticipate future expenses beyond operating costs. Finance board members were in unanimous agreement that the Packs should be purchased, but expressed concern with employing proper procedures in expending Town funds.

There was discussion on the process for approving the purchase, which Chairman Donahue stated includes a recommendation from the Board of Finance with the Board of Selectmen

setting a date and call for a Town Meeting, with the legislative body approving the purchase at a Town Meeting or a Referendum. Though Treasurer Rodriguez stated that the Capital & Non-recurring accounts could be used without the Town's approval, Kathi Newcombe countered that, according to the By-Laws of the Board of Finance and State statutes, approval of the legislative body is required to withdraw funds from CNR accounts. First Selectman Cahill recommended against a referendum or Town Meeting vote due to the increase in Covid cases in the area. By general consent it was agreed that Mr. Cahill would contact the Town Attorney to obtain the legal procedure for the expenditure of municipal funds for emergency equipment from a Capital & Non-recurring account, or from the unassigned funds, under the Governor's Executive Order during the pandemic, specifically to confirm if affirmative votes of the Boards of Finance and Selectmen fulfill the required expenditure approval process.

Motion: Diane Gagnon, seconded by Kathi Newcombe, to recommend the Purchase of 12 Scott Air Packs for the Fire Department for \$102,270 from Shipman's Fire Equipment. Motion carried unanimously.

Chairman Donahue announced that another Special Meeting will be called for final approval of funding.

Citizens Comments: none.

Adjourn: There being no further business to come before the Board, the Meeting adjourned at 7:36 PM.

Respectfully submitted,

Dayna McDermott Arriola
Recording Secretary

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