

Town of Hampton  
Board of Finance  
Regular Monthly Meeting  
Tuesday, June 10, 2014  
7pm  
Hampton Town Hall

Meeting Minutes

**Call to Order:** The meeting was called to order at 7:01pm by Chair Jeff Clermont.

Members present: Ed Adelman, Jeff Clermont, Dan Meade, Rick Matejka, Penny Newbury.

Alternates present: Mike Higgins.

Members/alternates absent: Nick Brown, Luciann Norton, Rheo Brouillard.

Mike was seated for Nick.

Also present: 1<sup>st</sup> Selectman Al Cahill, Selectmen Bob Grindle and Mike Chapel, Treasurer Ellen Rodriguez, HES Board of Education (BoE) Chair John Burnham, HES BoE member Stan Crawford, Recording Clerk Kathi Newcombe and a few audience members.

**Citizen Comments:** Mark Becker asked that the Board be clear in what their intent is when approving the budget, and thought there was some manipulation of words and confusion on the wording of the last Board vote on the school budget.

**Approval of Minutes:**

**Ed moved and Penny seconded to approve the minutes of the 5/13/14 meeting; motion passed unanimously.**

**Ed moved and Rick seconded to approve the minutes of the 5/22/14; motion passed with Mike abstaining and all others voting in favor.**

**Presentations:** None.

**Reports/Action:**

Jeff moved the HES BoE budget update to this place in the meeting.

- Board of Education (BoE):  
HES BoE Chair John Burnham stated that the BoE adjusted the defeated budget by \$70,667 for a new HES budget bottom line of \$2,187,089. He outlined the reductions:  
\$13,338 Change in insurance levels selected by staff;  
\$18,299 Reading support reduced from 1.0 to .8FTE (an increase of .2FTE from current budget);  
\$ 9,138 Library/Media position reduced by .1FTE (maintains current level);  
\$ 542 Actual cost of audit;  
\$ 562 Increase in paraprofessional premium cost share from 1% to 2%;  
\$ 8,684 Delay replacement of carpet with tiling;  
\$ 7,104 Paraprofessional staff reduction of .5FTE, based upon reduced student need;  
\$ 5,000 Electricity reduction due to solar installation and reduced rate;  
\$13,000 Administrative cost reduction, due to reducing Superintendent position by

.2FTE, assigning some duties to Principal/Special Education Director (with an increase). A \$5,000 increase was included to cover the cost of a Superintendent Search.

Penny asked if the town must employ a Superintendent and where in the statutes that requirement is found. She also requested clarifications that the reductions to staffing areas in some cases were reductions from the original proposal but level funded or increased from the current budget.

Mike asked for clarifications of the health insurance reduction, then supplied by HES BoE Chair Burnham, who also stated that about \$5,000 was retained to cover further changes in health insurance coverage opted by staff.

Rick asked if the HES budget now represents a zero percent increase; HES BoE Chair Burnham responded that it was still an increase of \$55,010 from the current year's budget but represented a zero increase in overall education spending for the upcoming fiscal year.

Ed asked about the pool of interim superintendents. He then thanked the BoE for their diligence in following the directive of the BoF.

Mike asked if the BoE was confident students will get the quality education they deserve with the newly proposed budget; HES BoE Chair Burnham replied in the affirmative, and said the Board has concerns about the administrative reduction but is comfortable trying it for a year; he talked about the tri-town school study and the possibility of sharing administration and other services such as the Business Coordinator with another town. The report of the school study is expected to come out in the fall.

Penny talked about the benefits of a central office and discussed the problems of the previous central office configuration that caused the HES BoE to withdraw from that entity.

**Mike moved and Ed seconded to approve the revised Hampton Elementary School Board of Education budget of \$2,187,089;** Penny had a questions about the passing on of the budget to the voters; **motion passed unanimously.**

The monthly Board of Education reports had been distributed previously to members via email. There were no questions on the reports.

- 1<sup>st</sup> Selectman: Al Cahill followed up on the request from the annual town meeting concerning the funds originally transferred to land acquisition for the purpose of purchasing the Parrow property; the Board of Selectmen (BoS) has decided to ask the town that the \$100,000 be transferred from land acquisition to Capital Non-Recurring Building fund, to be used for a new roof needed for the town hall, instead of transferring the funds back to the General Fund. Craig Philps interrupted, objecting to the moving of the funds to a different account, felt that the money should go back to the General Fund. He said he wished the BoE had the leeway to move around funds in this way. He suggested that it be left to the town to decide about where the funds should go; Al responded that that is exactly what he is doing, asking the town permission to use these funds for the replacement of the town hall roof.

Penny asked about policy when money is moved but not spent on its intended purpose; Al explained that funds do not move unless transferred by an action at town meeting or at referendum, which is what the BoS is asking for.

- Tax Collector:

The monthly Tax Collector's reports had been distributed previously to members via email. There were no questions.

- Tax Refund. It was determined from the tax collector that tax refunds are approved by the BoS, not the BoF, despite some confusion at the last BoS meeting.

**Jeff moved and Penny seconded to add approval of the suspense list to the agenda under Reports/Action: Tax Collector; motion passed unanimously.**

- Approval of Suspense List:

Jeff was concerned about how some the money owed by taxpayers who still live locally are able to go to the suspense list; it was pointed out that the accounts are aged and sometimes these funds are still collectable; they are just not able to be considered town assets.

Vi Marquis interrupted, asking how people who are on the delinquent or suspense list can register their vehicles.

**Ed moved and Penny seconded to approve the suspense list received from the Tax Collector; motion passed unanimously.**

- Treasurer:

- Transfers:

Treasurer Ellen Rodriguez had requested a number of transfer requests.

**Penny moved and Ed seconded to approve the following transfers:**

**\$3,044 from line #7000 Contingency to line #6004 Town Counsel;**

**\$1,160 from line #6013-03 Town Hall Electric to line #6013-06 Town Hall Telephone;**

**\$68 from line #6013-17 Community Center Supplies to line #6013-14 Community Center Water; and**

**\$990.43 from line #6201-03 Road Maintenance Payroll to line #201-95 Diesel;**

**motion passed unanimously.**

Ellen reported that the town garage and school roof notes paid off as of June 2<sup>nd</sup>. She opened 5-year cds for all the trust funds at 2% interest, a considerably larger return than previously received. Ellen asked about approval of the procedures presented at a prior meeting, hoping that the material weakness comment on the annual report could be removed in the next audit. The auditors have been present for pre-planning sessions.

Ed asked about the negotiations for the long-term cds; Ellen reported that the bank was very cooperative and extended the deadline to get the advertised rates in order to coordinate with the end of the fiscal year.

Penny asked about transfer for town counsel; Ellen reported that it was to cover expenses related to the tax sale.

- The monthly Treasurer's reports had been distributed previously to members via email. There were no other questions.

- Board of Finance (BoF) Committees

- HR Committee: Jeff will send an email to members asking for volunteers to serve.
  - Policies and Procedures Committee: Jeff will send an email to members asking for volunteers to serve.

- Other: None.

**Correspondence:** An email was received from the State Department of Education (SDoE) concerning the Minimum Budget Requirement, and distributed to the members. A discussion ensued concerning the reluctance of the SDoE to provide a clear general response to the question of how the MBR is calculated for members of regional school districts, noting that their response was tailored to this year's situation, just as last year's response was narrowly tailored to last year's situation.

Mark Becker asked for the email to be shared with the public. Recording Clerk Newcombe read the email from Kevin Chambers, Education Consultant with the SDoE Bureau of Grants Management, dated Wednesday, May 28<sup>th</sup>, which states:

*"I misquoted myself earlier when we discussed MBR on the telephone. For members of regional school districts there are two ways to meet their MBR.*

1. *Compare the elementary appropriation plus the regional portion of that member for the current year to the previous year. If the total current year is equal to or greater than the total previous year then the member town is in compliance.*
2. *If the regional portion attributed to the member town in the current year is less than the previous year then the elementary portion for the current year must be equal to or greater than the elementary portion for the previous year.”*

**Old Business:**

- 2012-13 Annual Report: the completed report was distributed. It was suggested that a letter be sent out at the end of the 2013-14 fiscal year to solicit submissions , making it easier for the entities to recall what happened during that fiscal year, and allowing the submissions to be formatted prior to the audit completion.
- Updated 2014-15 budget: was distributed with the BoE reduction and mil rate adjusted to 29.75 excluding the debt service that is now no longer needed with the passage of the two payoff questions.

**New Business:** None.

**Citizen Comments:** None.

**Suggestions for Agenda of next meeting:** Fiscal Policies and Procedures committee/discussion.

**Set the Date, Time and Place of next meeting:** There will be a special meeting at 8:15pm directly after the referendum on 6/26 to address the budget, if necessary, and set the mil rate, and the next regular meeting will take place on Tuesday, July 8<sup>th</sup>, at 7:00pm.

**Adjourn:** Meeting was adjourned at 8:01pm.

Respectfully submitted,  
Kathi Newcombe,  
BoF Recording Clerk