

Town of Hampton  
Board of Finance  
Regular Monthly Meeting  
Tuesday, November 10, 2015  
7pm  
Hampton Town Hall

Meeting Minutes

**Call to Order:** The meeting was called to order at 7:02pm by Vice-Chair Nick Brown.

Members present: Ed Adelman, Nick Brown, Dan Meade, Rick Matejka, Penny Newbury.

Alternates present: Mike Higgins, Stan Crawford.

Members/alternates absent: Jeff Clermont, Luciann Norton.

Mike was seated for Jeff.

Also present: 1<sup>st</sup> Selectman Al Cahill, Selectmen Bob Grindle & Mike Chapel, Treasurer Ellen Rodriguez, HES Board of Education Vice-Chair Rose Bisson, member-elect Perry Matchinis, PZC member Randy Thompson, and a few audience members.

**Citizen Comments:** Randy Thompson, representing the PZC, shared that a questionnaire/survey is available to fill out to help the PZC in the ten-year Plan of Development, urged everyone to complete one, and distributed hard copies.

**Approval of Minutes:** Dan moved and Mike seconded to approve the minutes of the 10/13/15 minutes amending them to insert decimal points in the interest rates offered by TD Bank and Savings Institute stated in the Treasurer's report; motion passed unanimously.

**Presentations:** None.

**Reports/Action:**

- First Selectman: Nothing to report.
- Tax Collector:  
The monthly Tax Collector's reports had been distributed previously to members via email.  
Penny had questions about the allowance for doubtful accounts on the Tax Collector's report.
- Board of Education (BoE):  
The monthly Board of Education reports had been distributed previously to members via email.  
There were no questions on the reports.  
Rose Bisson reported that the HES BoE hired a new principal at an annual salary of \$100,815, pro-rated due to starting on November 17th. She has excellent qualifications with thirty-three years of experience, primarily at the high school level. She is not certified as a special ed director, but the Superintendent is and can serve as such if needed.  
Ms. Bisson also reported on the newly signed teacher contract for the next three years. She stated that the average settlement statewide is 9.6% over three years, where Hampton settled for 9.3% over that period of time. The teachers' share of the insurance premium are increasing

and savings to the district are gleaned in fully managed pharmacy claims. It is hoped to move to a high deductible, HSA plan, once at least half of the school systems include it in their contracts.

- Board of Finance (BoF) Committees
  - HR Committee: The job description for Recording Secretary position is still outstanding; it has been worked on but not finalized because of the difference in activities for each Board or Commission. Penny will email around again for comment and revision the current copy which hopefully is generic enough to encompass all the duties. Penny also will distribute the draft policy for where and how the job description should be stored. She reminded the Board that the job descriptions were done so that salary scales could be established.
  - Fiscal Policies & Procedures: a meeting was set up for Thursday, November 12 at 4pm with Ellen and the auditor to review the fiscal procedures.
- Treasurer:  
The monthly Treasurer's reports had been distributed previously to members via email. The auditor has started working, and asked if anyone had followed up with Savings Institute to check on matching the TD Bank rate; it was determined that it was the responsibility of Jeff and/or Al to follow up.
- Other: None.

**Correspondence:** None.

**Old Business:**

- Central Office audit: Al believes that the auditor has all the requested information.
- Update on HES contract negotiations: already covered in BoE report.

**New Business:**

Penny asked about the funds left in the Road Maintenance account; Al responded that he was reserving some funds in case the winter turned out to be severe.

Penny asked if the Public Works position salaries could be broken out in the budget, similarly to the other town positions.

Mike asked if the computer support line items could be tightened; Ellen and Al responded that each department has its own support specific to the software for that office.

**Citizen Comments:**

Penny thanked Ellen for her reports.

Perry Matchinis stated that he will miss the December meeting.

Bob Grindle suggested presentations on the rationale for computer support from each department so that any other questions can be answered before town meeting; Ellen mentioned that information is provided in each department's budget requests about what is encompassed by the computer support funds requested.

Perry Matchinis mentioned that online banks offer a sizeable interest rate, and might be a possibility for future research.

Stan thanked Dan and Penny for their outstanding service on the Board.

**Suggestions for Agenda of next monthly meeting:** Budget requests, COC auditor report, election of officers and new appointments to the HR Committee.

**Set the Date, Time and Place of next meeting:** The next monthly meeting will be held at 7pm on Tuesday, December 8th in the Town Hall Community Room.

**Adjourn:** Meeting was adjourned at 7:42pm.

Respectfully submitted,  
Kathi Newcombe,  
Substitute Recording Clerk