

Town of Hampton
Board of Finance
Regular Monthly Meeting
Tuesday, November 18, 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, Dan Meade, Rick Matejka, Jeff Clermont, Nick Brown.

Alternates present: Mike Higgins.

Members/alternates absent: Penny Newbury, Luciann Norton.

Also present: 1st Selectman Al Cahill, Selectmen Bob Grindle and Mike Chapel, Recording Clerk Kathi Newcombe and a few audience members.

Mike Higgins was seated for Penny Newbury.

Citizen Comments: None.

Approval of Minutes:

Dan moved and Ed seconded to accept the 9/9/14 minutes as presented; motion passed with all in favor except Rick who abstained.

Presentations: Marcia Marien, partner with O'Connor Davies, the town's auditing firm, gave a presentation explaining portions of the preliminary financial statements and the audit for fiscal 2013-14.

There was a question about the correspondence with the state Office of Policy & Management (OPM) and Jeff shared his official response after consultation with the agency.

Reports/Action:

- 1st Selectman: Al reported that the town has received two grants; one a STEAP grant for \$450,000 for replacement of East Old Rt 6, the other an Emergency Management grant for about \$3,000.
- Tax Collector:
The monthly Tax Collector's reports had been distributed previously to members via email. There were no questions.
- Treasurer:
The monthly Treasurer's reports had been distributed previously to members via email. There were no other questions.
 - Transfers
 - 2013-14 fiscal year: After review of the draft audit report, Ellen requested some additional transfers to close out the books on the 2013-14 fiscal year.
Nick moved and Dan seconded to authorize the following transfers for the 2013-14 fiscal year:

\$49 from line #6001-03 Tax Collector Equipment to line #6001-04 Tax Collector Mileage
\$50 from line #6001-02 Tax Collector Assistant to line #6001-11 Tax Collector

Expenses

\$99 from line #6300-01 Transfer Station Payroll to line #6300-00 Transfer Station
\$10 from line #6001-07 Building Inspector Mileage to line #6100-12 Burning Permits
\$1,767 from line #6200-00 Road Paving to line #6201-06 Safety Committee;

motion passed unanimously.

- 2014-15 fiscal year:

Nick moved and Dan seconded to authorize the following transfer for the 2014-15 (current) fiscal year:

\$71.50 from line #7000 Contingency to line #6201-07 Town Garage
Maintenance;

motion passed unanimously.

- Board of Education (BoE):
The monthly Board of Education reports had been distributed previously to members via email. There were no other questions.
- Board of Finance (BoF) Committees
 - HR Committee: The Committee had not met. Penny had made available three more job descriptions, for IWWA Recording Clerk, BoF Recording Clerk and Assistant Tax Collector; there was general agreement that the job descriptions looked fine.
 - Fiscal Policy and Procedures Committee: The Committee will meet after the holidays.
- Other: None.

Correspondence: Jeff read a resignation letter from alternate Rheo Brouillard; he will reach out to Luci. There was a question about who appoints a replacement and Al informed the Board that it is the responsibility of the Board of Selectmen by ordinance.

Old Business:

- Audit RFP: Nick asked for feedback on the draft made available to members; he proposed that he contact surrounding towns to determine their auditing firms. The RFP will be advertised in several papers and on the town website, and up to three or so interested firms will be interviewed with Ellen as an integral part of the process.
- Response to OPM correspondence: already covered in Presentations

New Business: None.

Citizen Comments: None.

Suggestions for Agenda of next meeting: None.

Set the Date, Time and Place of next meeting: The next regular meeting will take place on Tuesday, December 9th, at 7:00pm.

Adjourn: Meeting was adjourned at 8:04pm.

Respectfully submitted,
Kathi Newcombe,
BoF Recording Clerk