

Town of Hampton  
Board of Finance  
Regular Meeting  
February 9, 2016  
7pm  
Hampton Town Hall Community Room

**Call to Order:** The meeting was called to order at 7:07 p.m.

Members Present: Jeff Clermont, Ed Adelman, Nick Brown, Perry Matchinis, Mike Higgins.

Alternates Present: Stan Crawford

Members/Alternates Absent: Rick Matejka, Luciann Norton

Staff and Others Present: Selectmen Michael Chapel and Bob Grindle, Treasurer Ellen Rodriguez, and Recording Clerk Dayna McDermott-Arriola.

Chairman Clermont seated Stan Crawford for Rick Matejka.

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Ed Adelman, seconded by Stan Crawford, to approve the January 12, 2016 Meeting Minutes as written. Motion carried unanimously.

**Presentations:** none.

**Reports/Actions**

**First Selectman:** Selectman Michael Chapel reviewed budget items of note: increases in Town Hall Generator Maintenance, Health Insurance (\$6268), and Road Maintenance (\$5000); decreases in Tax Collector Refund Overpaid Tax (\$5000), Auditor/Fixed Assets (\$11000), and Revaluation (\$6345). It was noted that membership in NECCOG saves \$6610 in Dial-A-Ride services and \$1242 in dues. Addition of new line items include: #6411 Veterans' Liaison (\$500) and #7100.16 Unemployment Compensation (\$1000) which, when necessary, was previously covered with contingency funds. Regarding revenue, the latest information indicates the town can expect \$3,892 less in PILOT funds and an additional \$54,801 in proposed Sales Tax Sharing, as well as an increase in the Grand List. Stan Crawford praised Transfer Station Staff for the projected \$10,000 of revenue in #5850.07: Sale of Recyclables/Equipment. There was discussion on the Capital & Non Recurring Land Acquisition and Open Space Acquisition accounts, with Perry Matchinis and Nick Brown questioning the continual need for funding acquisition of open space. According to Selectman Chapel, the \$10,000 annual contribution to the Land Acquisition account was determined by a vote of the legislative body at Town Meeting; the Land Acquisition account has no determined amount and has been reduced in prior years. According to Treasurer Rodriguez, the Land Acquisition Account currently contains \$21,660 and the Open Space Acquisition Account contains \$175,846, less the approximate \$25,000 approved by the Town for a recent purchase. Selectman Chapel also advised that the Selectmen, per citizen requests, were considering, as a referendum question, utilizing the services of a Resident State Trooper at an approximate cost of \$80,000.

**Tax Collector:** Chairman Clermont reviewed the report of the Tax Collector, which reported deposits for the month of January totaling \$1,042,960.34. Year-to-Date, the Town has deposited \$3,448,916.96, received online payments of \$90,637.02 and refunded \$3,084.29, for a net collection of \$3,536,469.69.

**Treasurer:** By general consent it was agreed that the Treasurer should contract for the Fixed Asset Inventory, a service conducted every three to four years. After continued discussion on investments, the Board agreed that protection of municipal funds is the first priority and directed the Treasurer to negotiate a Collateralization Agreement with the Savings Institute.

The following transfers were requested: \$11,468 to Parish Hill High School #6600.00 from Diesel #6201.05 (\$4000), Auditor/Fixed Assets #6012.00 (\$3000), Town Hall Oil #6013.04 (\$3000) and Fire Department Oil #6013.13 (\$1468); \$42.22 to Board of Assessment Appeals #6002.01 from Assessor Education #6006.04; \$2120.09 to Public Education Green Energy #6016.02 from Contingency #7000; \$150 to Recreation Commission #6500 from Contingency #7000.

**Motion:** Perry Matchinis, seconded by Stan Crawford, to table the request for the transfer of \$11,468 to Parish Hill High School until an explanation of the increase in assessment to the town is obtained. No vote was taken.

**Motion:** Ed Adelman, seconded by Perry Matchinis, to approve the Treasurer's requests for transfers with the exception of the request for Parish Hill High School. Motion carried unanimously.

**Board of Education:** none.

**Board of Finance Committees:**

**HR Committee:** none.

**Fiscal Policy and Procedures Committee:** none.

**Other:** Stan Crawford read the ordinance that governs vacancies for the Inland, Wetlands & Watercourses Agency and includes language on the removal by the Board of Selectmen of appointed members.

**Correspondence:** Chairman Clermont read an email from Kathi Newcombe which attached the Board of Finance's By-Laws and contained previous emails to remind the members who served prior to the last election that they received the By-Laws on February 12, 2013.

## **Old Business**

**Report from Central Office Committee:** none.

## **New Business**

**Review Preliminary Budget Requests:** reviewed under Selectmen's report.

**Discuss Establishment of By-Laws:** Perry suggested that the By-Laws be reviewed to ascertain alignment with the Town ordinance and the State statute and to eliminate redundancies. Chairman Clermont encouraged everyone to review the By-Laws for discussion at the next meeting.

**Discuss Alternates:** By general consent, it was agreed to table discussion until current vacancies are determined.

**Schedule Budget Workshop Session:** By general consent, it was agreed to table scheduling sessions until the draft budget was complete.

**Review Contribution to Annual Report:** Chairman Clermont directed members to review the Finance Board's contribution to the Annual Report for approval at the next meeting.

**Citizen Comment:** none.

## **Suggestions for Next Agenda**

- Review Budget Requests
- Review By-Laws
- Discuss Alternates
- Schedule Budget Workshop Sessions
- Approve Contribution to Annual Report
- Discuss FDIC Protection

**Date, Time and Place of Next Meeting:**

Regular Meeting on March 8 at 7 pm in the Community Room of Town Hall.

**Adjournment:**

There being no further business to come before the Board, the meeting adjourned at 8:47 p.m.

Respectfully submitted,

Dayna McDermott Arriola

Recording Clerk

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