

Town of Hampton
Board of Finance
Regular Meeting
March 10, 2015
7pm
Hampton Town Hall Community Room

Call to Order: The meeting was called to order at 7:02 p.m.

Members Present: Jeff Clermont, Ed Adelman, Dan Meade, Rick Matejka, Nick Brown

Alternates Present: Mike Higgins, Stan Crawford

Members/Alternates Absent: Penny Newbury, Luciann Norton

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, HES Board of Education Chairman John Burnham, Recording Clerk Dayna McDermott-Arriola, and residents.

Chairman Clermont seated Mike Higgins for Penny Newbury.

Citizen Comments: none.

Approval of Minutes

Motion: Nick, seconded by Dan, to approve the February 10, 2015 Minutes with the following amendment under Item 7b, Old Business, Recording Clerk Update: “Ed asked if any interviews have been conducted, *Jeff responded that there had not*, and Mike suggested that all qualified candidates should be interviewed for the position.” Motion carried unanimously.

Presentations:

Kathi Newcombe, Assistant Registrar, presented the Registrars of Voters proposed budget of \$30,045, an overall decrease of 9.2% based on projections for four referenda, two presidential primaries, and a municipal election in FY2015-16. The budget includes \$500 for the purchase of electronic poll books.

Reports/Actions

First Selectman: The proposed FY2015-16 Town Government Budget of \$1,639,223 was distributed. The 7.67% decrease is largely due to the removal of \$200,635 from debt service. Increases include:

- a 2% cost of living increment for all employees
- \$5000 for First Selectman’s salary
- \$9,145 for purchase of map scanner (\$2000-\$4000 reimbursed by grant funding available)
- \$746 in NECOGG costs
- \$3000 for PZC’s Plan of Conservation & Development
- \$3000 to match IRA funds
- \$6,547 to cover 8 1/2% increase in health insurance
- \$16,787 in Public Works due to increases in maintenance, payroll overtime, and OSHA mandates
- \$2000 for Fletcher Memorial Library
- \$5000 to Contingency Fund

Al explained the necessity of purchasing a new plow truck for the Public Works Department, and the manner of payment was discussed at length. The proposed budget includes \$30,000 in the Capital & Non-Recurring Account to cover the first installment of a seven year lease-to-own. The purchase of the truck with monies transferred from the General Fund, for a savings of approximately \$28,000 in interest, would drop the General Fund balance to 9%. Bob suggested using a portion of the \$36,000 in the current CNR to apply to the purchase. Nick, Ed and Rick expressed support for full purchase of the truck, provided the General Fund balance isn’t jeopardized. If the transfer from the General Fund for the purchase of the plow

truck is approved by Town Meeting, the proposed budget would be further reduced by the \$30,000 allocated for the lease.

At Jeff's request, Al clarified the First Selectman's compensation. There was never an intent to spend the additional \$5000 budgeted last year, but the additional \$5000 proposed for next year will become part of the First Selectman's salary after this year's municipal election, bringing it to \$35,000, an amount comparable to similar, surrounding towns.

Tax Collector: none.

Treasurer: Ellen requested the following transfers to Road Maintenance (6201-01): \$5000 from First Selectman (6000-01), \$4000 from Town Counsel (6004), \$1200 from Emergency Management Equipment (6100-15), \$500 from Emergency Management Mileage (6100-16), \$200 from Town Hall Telephone (6013-06), \$2000 from Public Education Green Energy (6016-02), \$2000 from Gasoline (6201-04), and \$5500 from Town Garage Principal (8100-00). Ellen also requested a transfer of \$225 from Small Tools (6206) to Signs (6207).

Motion: Nick, seconded by Dan, to approve the Treasurer's requests for transfers. Motion carried unanimously.

Board of Education: The proposed FY2015-16 Hampton Elementary School Budget of \$2,174,969 was distributed. Board Chairman John Burnham explained that the .55% decrease was largely due to staff reconfigurations that address a decline in student population by combining 36 4th, 5th, and 6th graders into two classes of 18 students and providing additional support services. The plan eliminates one full time teacher and increases both the reading and math positions by one day, for a total staff reduction of .6 and a total savings of approximately \$28,000. As liaison to the school, Nick expressed his support for the plan, educationally and socially as well as fiscally, and praised the school board's fiscal prudence. John also reported an approximate \$20,000 of savings in switching from contracted maintenance to the purchase of equipment and the hiring of a custodian and an assistant, an increase of \$21,000 for contract negotiations, and an additional \$8000 to cover the \$18,000 tuition rates for students attending magnet schools. To Mike's query on the per pupil cost of the proposed budget, John responded that he did not yet have that calculation. The school principal will present at the next meeting with additional details.

Board of Finance Committees:

HR Committee: no report.

Fiscal Policy and Procedures Committee: no report.

Correspondence: Jeff relayed Penny's questions which were clarified as follows:

- The Pequot Mohegan Fund Revenue is divided into payments.
- The \$250 for Air Line Trail Maintenance was previously part of a WINCOG grant.
- The \$5000 transferred from the First Selectman to Road Maintenance is the unspent compensation.

Old Business

Audit RFP: Nick has printed the RFPs which will be mailed, from Town Hall, to the eight firms with a response date of April 23.

New Business:

Discuss Additional Duties of Administrative Assistant: Al reported that grant writing, maintenance of the 911 List, and production of the Annual Report are additional responsibilities of the Administrative Assistant.

Discuss Allocation of \$5000 Surplus from First Selectman's Salary Line: The \$5000 surplus was transferred to Road Maintenance by a vote of the Board of Finance.

Discuss Approval by Board of Selectmen of Job Description Proposals: Al reported the Town Attorney's opinion that the use of the term "approval" or "acceptance" to describe the action of the Board of Selectmen regarding Job Description Proposals was the First Selectman's discretion, and that the Job Description Proposals have been "approved" by the Board of Selectmen.

Discuss Replacement(s) of Alternate(s): Stan Crawford has been appointed as an alternate by the Board of Selectmen.

Citizen Comment:

Stan agreed that the town should purchase, rather than lease, the plow truck, stating that it becomes an asset once it is owned. Stan also asked if the school's solar panels proved efficient in saving electricity. John said more savings are anticipated after necessary changes have been negotiated with the company. Kathy Donahue thanked Al for his generosity in transferring a portion of the First Selectman's compensation to Road Maintenance. In response to Kathy's question, Al confirmed that the Administrative Assistant is compensated hourly for the performance of additional duties.

Suggestions for Next Agenda:

- Formal presentation of the Board of Education Budget Proposal by Hampton Elementary School Principal
- Discussion on Funding Truck Purchase
- Discuss and Act on Government and School Budgets
- Set Public Hearing Date & Time

Date, Time and Place of Next Meeting:

Special Budget Workshop: March 23 at 7 pm in the Community Room of Town Hall

Regular Meeting: April 14 at 7pm in the Community Room of Town Hall

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Dayna McDermott Arriola
Recording Clerk