

Town of Hampton
Board of Finance
Regular Meeting
March 8, 2016
7pm
Hampton Town Hall Community Room

Call to Order: The meeting was called to order at 7:04 p.m.

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

Members/Alternates Absent: Stan Crawford, Luciann Norton

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Conservation Commission Chairman Randy Thompson, and Recording Clerk Dayna McDermott-Arriola.

Citizen Comments: none.

Approval of Minutes

Motion: Ed Adelman, seconded by Mike Higgins, to approve the February 9, 2016 Meeting Minutes with the following amendment in the Treasurer's Report: "...the Board agreed that protection of municipal funds is the first priority..." to "...the Board agreed that protection of municipal funds is *a high* priority..." Motion carried unanimously, Rick Matejka abstaining.

Presentations: none.

Reports/Actions

First Selectman: Al Cahill reported that the Selectmen are still receiving budget requests from various departments, and that he continues to be concerned about revenue from the State. First Selectman Cahill also submitted a communication the Board of Selectmen received from Conservation Commission Chairman Randy Thompson urging the Selectmen to increase the funding for the Capital & Non Recurring Open Space Acquisition account to \$30,000. Mr. Cahill reported that the current budgeted amount is \$20,000, and that the account currently contains \$173,000. In fielding various questions from members of the Finance Board, Mr. Thompson said that, while there is no specific spending plan, time constraints can interfere with the opportunity to purchase open space if funds are not readily available. He also stated that though there is no direct negative impact in not increasing the amount in the account, studies show open space has a positive impact on property values. Mr. Thompson also said that his impetus for requesting additional funding was the probable future lack of State funding for open space, and that the monies in the open space account can be applied elsewhere if necessary.

Tax Collector: Chairman Clermont reviewed the report of the Tax Collector, which reported deposits for the month of February totaling \$214,336.99. Year-to-Date, the Town has deposited \$3,646,519.02, received online payments of \$107,371.95 and refunded \$3,084.29, for a net collection of \$3,750,806.68. Chairman Clermont also read a communication from the Tax Collector regarding potential tax sale accounts. Mike Higgins voiced concern over the State proposal for registering cars in spite of uncollected taxes, noting that 10% of the \$400,000 collected annually in car taxes is due to payments on delinquencies as a requirement of registration.

Treasurer: Ellen Rodriguez reported that the audit is complete and bound copies will be available on Thursday. According to the audit, the unassigned fund balance as of June, 30, 2015 was \$525,000, a stable amount. Treasurer Rodriguez explained that the transfer request for \$11,468 to Parish Hill High School was due to Scotland's enrollment decreasing by two students, resulting in an increase in Hampton's portion of the budget.

Motion: Nick Brown, seconded by Ed Adelman, to transfer \$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). Motion carried unanimously.

The following transfers were requested: \$13,850.00 from #6201-00 Road Paving to # 6201-01 Road Maintenance and \$125.00 from # 6201-00 Road Paving to # 6201-07 Town Garage Maintenance.

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

Treasurer Rodriguez also reported that she discussed with a representative from the Savings Institute the issue of protection of municipal funds. Reportedly, of the approximate 1.6 million deposited in the Savings Institute, the FDIC protects \$250,000 of the amount in the checking account, and \$250,000 of the amount in the savings account. Additionally, 15.37% of the funds, per the State of Connecticut, have collateral coverage. The Town may participate in the Certificate of Deposit Account Registry Service, wherein the unprotected funds are deposited into various Certificates of Deposit to secure protection and generate interest. By general consent, the Board agreed to establish a committee of the First Selectman, the Treasurer, and Finance Board members Chairman Clermont and Perry Matchinis to participate in the CDARS program and develop a proposal for the investment of municipal funds into protected Certificates of Deposit.

Board of Education: Perry Matchinis distributed copies of the latest draft version of the Hampton Elementary School 2016-17 Budget, which represents a bottom line equal to FY2015-16, as well as recommendations for possible reductions to decrease the budget by 1.5%, or approximately \$32,000, the maximum amount allowable per the Minimum Budget Requirement due to a decrease of nine students, which he developed after attending the school board's budget sessions. Finance board members Mike Higgins and Ed Adelman voiced reluctance to discuss details of the school proposal until the Board of Education presents their adopted budget at the Finance Board's April 12 Meeting.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee: none.

Correspondence: Chairman Clermont read a letter of resignation from alternate Luciann Norton.

Old Business

Report from Central Office Committee: First Selectman Cahill reported that the town's auditor will be available in a few months for further investigation into concerns.

Review Budget Requests: First Selectman Cahill reported that the health insurance increase has been confirmed at 4%. Fees collected from Transfer Station stickers remain as revenue in the budget proposal. It was noted that, although town employees are not receiving a raise, there is an adjustment to the election workers rate of pay in order to meet the new minimum wage requirements. At Perry Matchinis' request, First Selectman Cahill agreed to pursue the question of whether the diesel and fuel oil line items could be transferred from the elementary school budget to the General Government Budget.

Review and Approval of Contribution to Annual Report: With the addition of Ed Adelman's suggestion to include the statement: "The Town remains debt free," the contribution to the Annual Report was approved by general consent.

New Business

Discuss By-Laws: Perry Matchinis reported that a review of the by-laws and the statutes that govern finance boards revealed discrepancies between them, namely with the appointment of alternates to fill vacancies, quorums, and officers, specifically the statutory requirement of a Board of Finance Clerk. Ed Adelman agreed that there was a need for consistency, particularly with respect to efficiency and

vulnerability in terms of the board's conduct. By general consent it was agreed that Mr. Matchinis would submit to the Finance Board members his concerns and meet with the Town Attorney to address these. Mr. Matchinis also distributed copies of the ordinance governing the Board of Finance with suggested changes, which the Finance Board members agreed to review and discuss at a subsequent meeting.

Motion: Ed Adelman, seconded by Nick Brown, to appoint Perry Matchinis to serve as Board of Finance Clerk. Motion carried unanimously.

Discuss Alternates: First Selectman Cahill will continue to seek alternates to fill the two vacancies.

Schedule Budget Workshop Session: By general consent, it was agreed to schedule a Budget Workshop Session for April 19.

Citizen Comment: none.

Suggestions for Next Agenda

- Review Budget Requests
- Review By-Laws
- Review Ordinance
- Schedule Budget Workshop Sessions
- Discuss Recommendations of CDARS Sub-Committee

Date, Time and Place of Next Meeting:

Regular Meeting on April 12 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 8:30 p.m.

Respectfully submitted,

Dayna McDermott Arriola
Recording Clerk

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

