

Town of Hampton  
Board of Finance  
Regular Meeting  
April 10, 2018  
7:00 pm  
Hampton Town Hall Community Room

**Call to Order:** The meeting was called to order at 7:05 p.m.

Members/Alternates Present: Jeff Clermont, Ed Adelman, Perry Matchinis, Nick Brown, Mike Higgins, Rick Matejka, Dave Fowler, Stan Crawford, Kathy Donahue.

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Regional District #11 Superintendent Ken Henrici, Regional District #11 and Hampton Elementary School Board of Education Chairman Rose Bisson, Hampton Elementary School Business Coordinator Sally Lehoux, Recording Clerk Dayna McDermott-Arriola

**Citizen Comments:**

Michael Ford inquired as to why the Minutes of the Boards of Selectmen and Finance are not accessible on the Town website. First Selectman Cahill responded that the new Town website, newly launched, should resolve these issues.

**Approval of Minutes:**

**Motion:** Ed Adelman, seconded by Mike Higgins, to approve the March 27, 2018 Special Meeting Minutes with the following correction: “Leslie Wertam distributed the Town Clerk’s budget request of \$53,769, a 2.5% increase over the prior year’s budget.” Motion carried, 5-0, Rick Matejka abstaining.

**Budget Presentations:**

**RD#11 Board of Education:** Superintendent Henrici distributed the FY2018-2019 budget proposal of \$6,441,465, a .69% increase over the prior year. Increases include: \$49,000 for health insurance; \$83,000 in tuition for outplaced students; \$14,000 in the substitute line; \$21,985 for worker’s compensation; \$6,000 in legal services; \$33,000 in tuition for vocational, agricultural, and magnet schools; and an additional \$7,600 toward a Business Manager. Contractual raises are approximately 2.75%, with reductions in certified staff in the following departments: Business and Computer; Physical Education; Special Education; Library; Speech and Hearing Services. Kathy Donahue noted that the Superintendent’s budget recommendation called for additional reductions in staff, which, according to Superintendent Henrici, the board restored due to complaints from staff and parents. Mrs. Donahue also suggested that the district’s undesignated fund, at \$160,000, could be used to produce a level spending plan. Superintendent Henrici said that those funds might be used to offset assessments to the towns. To Mrs. Donahue’s request for specifics on the declining student census, Superintendent Henrici stated there are currently 235 students in grades 7 -12, that Hampton’s enrollment dropped by 10 students this year, and that Hampton’s assessment would be available at the Tri-Town Hearing on May 7. He also predicted that 28% of the eighth graders would attend other high schools, though some of those students return. Superintendent Henrici explained that the increases in worker’s compensation was based on three recent claims, the increase in health insurance was largely due to changes in staff demographics, and the increase in out-of-district costs was the result of five graduating students who are eligible to receive educational services until the age of 21. First Selectman Cahill asked if the towns in which the students live are billed for those services; Superintendent Henrici responded that the cost for each student is shared by the entire region. Perry Matchinis questioned per pupil costs and class size, reportedly \$20,000 per pupil with 8 – 9 students per class, and the rate for students to tuition into Parish Hill, currently \$7,500. RD#11 Board of Education

Chairman Rose Bisson said the board would be discussing the tuition rate at the start of the school year, prior to sending letters to local schools.

**Hampton Elementary School Board of Education:** Chairman Rose Bisson distributed the FY2018-2019 budget of \$2,174,969, a proposal level with the previous year, though sacrifices were made to maintain that amount, including reductions in the library and art positions, and the elimination of the Reading and Language Arts Consultant, with the Special Education teacher addressing the needs of students requiring intervention beyond that which the classroom teachers are able to provide. Chairman Bisson explained that staff was visiting with teachers in Union, a smaller school than Hampton's, with the goal of working towards multi-age groupings which would require staff development to implement. Kathy Donahue requested the school's census data, including the number of students per grade level, but that information was not available. Budget increases include: health insurance; unemployment compensation due to the elimination of staff; and a new line item for a Business Manager at \$17,000. Several finance board members questioned the need for this position, as there is currently a Business Coordinator and a Superintendent. Chairman Bisson explained the intent to cooperatively share the RD#11 Central Office Business Manager, utilizing the services part time for the purpose of administrative level decisions and oversight. Stan Crawford expressed concern over the increase in electricity. First Selectman Cahill stated the solar panels were not working correctly and there were structural issues with the metering. Mike Higgins inquired as to the heating oil contract. Business Coordinator Lehoux said the contract was signed at the low rate of 2.0425. She also produced the 5-Year Capital Plan upon request, listing the playscape, emergency power and water filtration systems, technology upgrades, and repaving the parking lot at an estimated cost of \$172,000. Treasurer Rodriguez reported that there is \$46,500 in the school's capital account.

**Town Government:** First Selectman Cahill reviewed the two versions of the FY2018-2019 budget proposal, one reflecting a 2% raise to Town employees and the other, a 3% raise, a difference of \$4,349. There were minor reductions in heating oil, gasoline and diesel fuel, public works, and a \$5000 reduction in Contingency; and a substantial increase in health insurance due to two additional employees enrolling for coverage, however the approximate 7% total increase is mostly the result of replenishing the Capital and Non-Recurring Accounts, which were not funded last year. Nick Brown questioned the amount in the Building Maintenance CNR. First Selectman Cahill explained that the \$45,000 was needed to finish construction in the basement of Town Hall and that the annual amount would be reduced to \$25,000 after project completion. Stan Crawford questioned the increases in the Sanitation Department. First Selectman Cahill explained that the Willimantic Waste facility fire last fall requires further trucking, a circumstance that would continue in the coming year. Perry Matchinis reiterated his view that the mil rate should remain level. Treasurer Rodriguez reported that a mil is equivalent to \$140,175, and that our current rate of 28.5 would increase to 28.85 with the 2% salary increases, and 28.88 with the 3% pay raises. She said that the total impact of the budgets cannot be determined until Hampton's assessment of the RD#11 budget is disclosed, nor is there new information from the State on funding. She added that the \$169,000 allocated last year for the contribution to the Teachers' Retirement Board would be returned to the General Fund this year. Kathy Donahue cautioned that there would be reductions in Educational Cost Sharing.

### **Reports/Actions**

**First Selectman:** First Selectman Cahill reported that the Selectmen tabled the decision to approve the addition to the Fire House at a Special Town Meeting, opting instead to include the presentation at the Public Hearing, the discussion at the Annual Town Meeting, and the decision during the referendum on the Town Government and Hampton Elementary School budgets.

**Tax Collector:** Chairman Clermont reviewed the Tax Collector's Report, which reported deposits for the month of March of \$639.23 in cash, \$35,098.51 in checks, and online payments of \$9,583.73 for a total of

\$45,321.47. Year-to-Date, the Town has deposited \$3,780,018.71 and received online payments of \$145,566.31 for a total of \$3,938,079.31.

**Motion:** Perry Matchinis, seconded by Rick Matejka, to accept the Tax Collector's Report. Motion carried unanimously.

**Treasurer:** Ellen Rodriguez reported that, per the auditor, an account must be created for the addition to the Fire House if the legislative body approves funding the project. She also reported that the 9-month Certificate of Deposit was renewed at a rate of 1.96%, and requested several transfers.

**Motion:** Nick Brown, seconded by Mike Higgins, to approve the transfer of: \$400 from 6012 Audit to 6007-03 Town Hall Maintenance; \$500 from 6010-01 P & Z Enforcement Officer to 6010-02 P & Z Legal Notices; \$60 from 6010-01 P & Z Enforcement Officer to 6010-04 P&Z DEP Land Use Fees. Motion carried unanimously

**Board of Education:** none.

**Board of Finance Committees:**

**HR Committee:** none.

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

**Other:** Mike Higgins suggested that the Fire Department present written documentation of comparative bidding, or their rationale for sole source procurement, for the construction project. Chairman Clermont reviewed the stated reasons the Deputy Chief offered for their selection. Ed Adelman suggested that financing the project, or a portion, should be presented as options along with using money from the General Fund. After discussion, it was agreed that First Selectman Cahill will inform Fire Department Officials of the necessity of providing documentation on the contract award, that the Treasurer will ask the auditor the legal requirements of bidding and awarding contracts, and that information on obtaining a loan to finance the project will also be presented.

**Correspondence:** Correspondence to Ed Adelman and Chairman Clermont from the Town Clerk requesting correction of an error in the Minutes of the March 27 Special Meeting regarding the increase in the Town Clerk's budget request. The error was corrected.

### **Old Business**

**Review Board of Finance By-Laws:** tabled.

### **New Business**

**Discuss Hampton Elementary School Budget:** Discussed during presentation.

**Discuss Town Government Budget:** Discussed during presentation.

#### **Set Date and Time for Public Hearing and Special Meeting(s) of the Board of Finance**

After discussion, the following schedule was developed:

April 24 at 7 p.m. Special Budget Meeting of the Board of Finance

May 8 at 7 p.m. Public Hearing on the Hampton Elementary School and Town Government

Budgets and Funding the Addition to the Fire House

May 8 at 8 p.m. Special Meeting of the Board of Finance

May 22 Annual Town Meeting

May 29 Referendum

### **Suggestions for Next Agenda:**

Finalizing Information for the Public Hearing

**Date, Time and Place of Next Meeting:** April 24, 2018 at 7 p.m. in the Community Room at Town Hall.

**Adjournment:**

There being no further business to come before the Board, the meeting adjourned at 9:30 p.m.

Respectfully submitted,  
Dayna McDermott Arriola  
Recording Clerk

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

