

Town of Hampton  
Board of Finance  
Regular Meeting  
July 14, 2021  
7:00 PM

**Call to Order:** The meeting was called to order at 7:11 PM.

**Roll Call:** Kathy Donahue, Diane Gagnon, Ed Adelman, Jessie Samios, Nick Brown, Kathi Newcombe, Stan Crawford.

Staff and Others Present: Recording Secretary Dayna McDermott-Arriola.

**Seating of Alternates:**

**Motion:** Diane Gagnon, seconded by Nick Brown, to seat Stan Crawford for Judy Buell. Motion carried unanimously.

**Citizen Comments:** none.

**Presentations:** none.

**Approval of Minutes**

**Motion:** Ed Adelman, seconded by Diane Gagnon, to approve the Minutes of the June 9, 2021 Regular Meeting amended as follows: under Treasurer Report, "...according to the auditor, transfers within department *budgets* do not require the approval of the Board of Finance..."; under Hampton Elementary School, "Chairman Donahue reported that estimates on State funding only just received prior to the meeting...will require review; under Citizen Comments, "...though current members are vested, the terms might change *in the future for new members...*". Motion carried 5-0, Nick Brown abstaining.

**Motion:** Jessie Samios, seconded by Diane Gagnon, to approve the Minutes of the June 14, 2021 Special Meeting amended as follows: under Discuss and Act on Hampton Elementary School FY2021-2022 Budget, "...if the estimated calculations used do not meet the MBR, the Town has a year to fund the deficit in order to meet it *and avoid penalties...*" Motion carried unanimously.

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve the Minutes of the June 24, 2021 Special Meeting as amended by striking the second reference to Staff and Others Present. Motion carried unanimously.

**Motion:** Diane Gagnon, seconded by Jessie Samios, to approve the Minutes of the June 29, 2021 Special Meeting amended as follows: "...Treasurer Rodriguez reported \$1,180,815 in reserves..." Motion carried unanimously.

**Reports/Actions**

**First Selectman:** none.

**Tax Collector:** Chairman Donahue received and reviewed the Tax Collector's monthly report for May, 2021, which reported a net collection of \$3,903,167.38, or 99.3% to date.

**Treasurer:** Treasurer Rodriguez requested several transfers.

**Motion:** Nick Brown, seconded by Diane Gagnon, to approve the following transfers: \$750 to #6003-02 Town Clerk Land Records from #6003-10 Town Clerk Legal Notices; \$29 to #6005-03 Treasurer Mileage from #6005-02 Treasurer Computer/Supplies; \$116 to #6007-01 Town Hall Photocopier from #7000 Contingency; \$180 to #6007-02 Town Hall Water from #7000 Contingency; \$1,040 to #6007-03 Town Hall Maintenance from #7000 Contingency; \$2,800 to #6009-02 Election Other Workers Pay from #6009-05 Election Cards, Ballots, Maintenance (\$1,200) and #7000 Contingency (\$1,600); \$44 to

#6009-03 Election Training/Mileage from #6009-06 Election HAVA; \$32 to #6009-04 Election Postage/Supplies from #6009-06 Election HAVA; \$829 to #6010-00 P&Z Clerk from #6010-01 P&Z Enforcement Officer; \$458 to #6010-04 P&Z DEP Land Use Fees from #6010-01 P&Z Enforcement Officer (\$174) and #6010-07 P&Z Supplies (\$284); \$464 to #6012-01 BOF Administration from #6012-00 Auditor/Fixed Assets; \$20 to #6013-05 Town Hall Cable from #6013-01 Transfer Station Electricity; \$75 to #6013-17 Community Center Supplies from #6013-15 Community Center Cleaning; \$1,443 to #6100-10 Building Inspector Clerk from #6100-00 Fire Marshal Supplies (\$86), #6100-07 Building Inspector Mileage (\$959), #6100-08 Building Inspector Supplies (\$243) and #6100-09 Building Inspector Training (\$155); \$1,328 to #6201-07 Town Garage Maintenance from #6201-04 Diesel; \$160 to #6300-00 Sanitation Transfer Station from #6300-01 Sanitation Payroll; \$780 to #6300-03 Sanitation Tipping Fees from #6300-02 Sanitation DEP Permit; \$64 to #7100-01 Memorial Day Parade from #7100-06 Fall Fest. Motion carried unanimously.

**Boards of Education:** none.

#### **Board of Finance Committees**

**Policies and Procedures Committee:** The committee has not met.

**Fire Department Length of Service Award Committee Report:** Chairman Donahue has met virtually with Robert Sagistano, representing Hometown Firefighter & EMS Services. Mr. Sagistano has agreed to meet annually with the Board of Finance, more often if needed, and actuarial reports will be sent to the Boards of Finance and Selectmen, the Fire Department, and the Town Treasurer. Bills for life insurance, annuities, and administrative fees will be separated. The following documents were distributed to members: *Actuarial Valuation Summary*, *Hampton Fire Company Asset Statement*, a packet from Standard Security containing policy and financial information, and an email communication from Mr. Sagistano with responses to the questions sent by the Board of Finance. Any and all additional documents will be distributed to members. The sub-committee will meet to compare the documents with the Town's records and audits, and will identify remaining questions.

**Correspondence:** The Report of the Tax Collector was received.

**New Business:** none.

#### **Old Business**

- a. **Update on *Budget Management Policies and Procedures for Town Agencies*:** Chairman Donahue reported that the Auditor has reviewed the manual and that the committee needs to meet with the First Selectman and the Town Treasurer to review the recommendations.
- b. **Update on *Accounting Policies and Procedures*:** Chairman Donahue reported that the Auditor has also reviewed these materials and the committee will meet to review these recommendations after reviewing the *Budget Management Policies and Procedures for Town Agencies*.

**Additions to Agenda:** none.

**Citizen Comments:** none.

**Suggestions for Next Agenda:** Chairman Donahue asked members to forward suggestions for the next regular meeting. There was discussion regarding the Town's website and the Board of Finance's page, both of which were characterized as "disorganized". Kathi Newcombe suggested that the Board of Selectmen add a position at Town Hall for managing the data on the website. Stan Crawford asked for a

review of the departments' unspent funds, questioning why the budgets increased despite these surpluses. Jessie Samios suggested that a standard budget request form be developed for department use that aligns with the Town budget to include the requests of the prior years and actual expenditures. Chairman Donahue suggested that questions concerning end-of-the-year financials be forwarded to Treasurer Rodriguez prior to the meeting so that she has an opportunity to bring responsive information, adding that training for Town staff should be separate line items. She also noted some of the difficulties encountered with the production of the Annual Report, with many departments submitting their contributions on the day of the Town Meeting; she suggests that requests for department submissions for FY2020-2021 be sent next month along with examples from prior years.

**Date, Time and Place of Next Meeting:** August 11, 2021, at 7PM. It was noted that this date might need to change to accommodate the Town Treasurer's availability.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 8 PM.

Respectfully submitted,

Dayna McDermott Arriola  
Recording Secretary

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