

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

Call to Order: The meeting was called to order at 7:09 p.m.

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

Staff and Others Present: First Selectman Al Cahill, Selectmen Bob Grindle and Mike Chapel, Treasurer Ellen Rodriguez, Recording Clerk Dayna McDermott-Arriola, Hampton Elementary School Board of Education Chairman Rose Bisson and Board of Education members Anne Gruenberg, Mary Ellen Donnelly, and Mark Becker.

Motion: Perry Matchinis, seconded by Ed Adelman, to seat Kathy Donahue for Nick Brown. Motion carried unanimously.

Motion: Jeff Clermont, seconded by Ed Adelman, to seat Stan Crawford for Rick Matejka. Motion carried unanimously.

Citizen Comments: none.

Approval of Minutes:

Motion: Ed Adelman, seconded by Mike Higgins, to approve the June 12, 2018 Regular Meeting Minutes. Motion carried unanimously.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that the Town received \$3,200 from CIRMA as a return on equity, and that the Planning & Zoning Commission was awarded \$3,500 for an internship grant to develop a regulatory framework for the Town's historic district. The Board of Selectmen voted to participate in veterans' services offered through NECOG. The \$1,100 fee provides staff for social and veterans' services during weekdays and will be funded with the \$500 stipend for the veterans' liaison, the current service, with the remaining amount from contingency funds. The Board of Selectmen also voted to develop a Memorandum of Understanding for the Mennonites' use of the lower level of Town Hall for religious services and for educational instruction. The local Boy Scout troop is also expressing interest in meeting at Town Hall.

Tax Collector: Chairman Clermont reviewed the Report of the Tax Collector, which reported deposits for the month of June of \$1,365.90 in cash, \$5,561.44 in checks, and \$13,912.16 in online payments, for a total of \$20,702.91. Year to date the Town has deposited \$3,838,677.75 and received \$166,279.94 in online payments for a total of \$4,004,957.69. We have paid \$6,306.78 in refunds and \$6,738.30 in bounced checks, leaving a net collection of \$3,991,867.61

Motion: Perry Matchinis, seconded by Stan Crawford, to accept the Tax Collector's Report. Motion carried unanimously.

The Tax Collector also requested the finance board's acceptance of the Suspense List for FY2017, which was distributed and amounts to \$2,427.42 in uncollected taxes.

Motion: Ed Adelman, seconded by Mike Higgins, to accept the Suspense List. Motion carried unanimously.

Treasurer: Ellen Rodriguez noted that the Town will probably be receiving some additional bills for paving to be funded with the FY2017-2018 budget. She also requested several transfers.

Motion: Mike Higgins, seconded by Ed Adelman, to approve the following transfers: \$35 from Treasurer Computer #6005-02 to Treasurer Mileage #6005-03; \$50 from Town Hall Photocopier #6007-01 to Town Hall Water #6007-02; \$600 from Contingency #7000 to Town Hall Maintenance #6007-03; \$1000 from Election Registrars #6009-01 to Election Workers #6009-02; \$560 from P&Z Manager/Clerk #6010-00 to P&Z Legal Notices #6010-02; \$70 from Transfer Station Electricity #6013-01 to Town Garage Electricity #6013-10; \$6,100 from Contingency #7000 to Health Insurance #6015-00; \$1,200 from Emergency Management #6100-15 to Building Inspector Clerk #6100-10; \$215 from Emergency Management Mileage #6100-16 to Building Inspector Clerk #6100-10; \$5000 from Diesel #6201-05 to Road Maintenance #6201-01; \$600 from Transfer Station #6300-00 to Sanitation Trucking #6300-04; \$23 from Dog Fund State Fees #7607 to Dog Tags, Forms, Postage #7603. Motion carried unanimously.

Board of Education:

Chairman Bisson reported that the Board of Education voted to adopt the same budget as the last proposal as it meets the Minimum Budget Requirement. She addressed concerns raised over specific line items: the position of Reading Teacher was eliminated at the Superintendent's recommendation that instruction be provided by classroom teachers and the special education teacher; the Business Manager's duties will not overlap those of the Business Coordinator; the board is interested in conducting a study regarding the number of buses needed. Chairman Bisson also listed future capital projects, including replacement of the playscape, repaving the parking lot and playground, and the installation of a second well required by new State legislation.

Kathy Donahue read from the report of the school's Business Coordinator that "the State cannot confirm the MBR yet because ECS calculations are not finalized". She suggested that approval of the budget be postponed until that information is obtained, explaining that, without an approved budget, the school's spending would remain level, which is the proposed amount. Chairman Bisson supported this suggestion, noting that until a budget is approved, the school will submit a monthly financial report to the Board of Finance. There was some discussion on the school's ability to lower the MBR. Ed Adelman asked if projects would be negatively impacted if budget approval was delayed. Rose Bisson said there would be no immediate effect and that they would cautiously proceed with spending, and Kathy Donahue suggested the school's Capital & Non-Recurring Account be used if necessary. Mark Becker reminded members that the responsibility of repaving the parking lot could be shared with the Town. Perry Matchinis suggested that if the school didn't spend the entire appropriation, the surplus could be placed into the Capital & Non-Recurring Account for facility projects. Ann Gruenberg expressed concern that the State provide financial information to municipalities in a timely manner.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee:

- a. **Reappointment of Committee Members:** tabled.
- b. **Discussion of Ordinance to Address Procedures for Construction Projects:** tabled.

Correspondence: none.

Old Business

a. Discuss and Act on 2018-2019 Hampton Elementary School Budget

Motion: Kathy Donahue, seconded by Stan Crawford, to postpone action on the Elementary School Budget until the amount of the Minimum Budget Requirement is obtained from the State. Motion carried unanimously.

New Business

a. Set the Mill Rate for FY2018-2019

Motion: Kathy Donahue, seconded by Perry Matchinis, to set the mill rate for FY2018-2019 at 28.5. Motion carried unanimously.

b. Appoint Representative to the Hampton Elementary School Contract Negotiation Team

There was some discussion as to the role of the representative in terms of the duty to provide the Town's financial information to the negotiating team.

Motion: Mike Higgins, seconded by Stan Crawford, to appoint Ed Adelman as the Representative to the Hampton Elementary School Contract Negotiation Team. Motion carried, 4-0, Kathy Donahue and Perry Matchinis abstaining.

c. Appoint Clerk of the Works for Fire Department Project: tabled.

First Selectman Cahill said that supervision for the project is included in the contract and that the Building Inspector approves all work. Kathy Donahue explained the difference between the duties of a Clerk of the Works and a Building Official and favors independent oversight to protect the interests of the Town. Ed Adelman concurred, particularly because of concerns about the bidding process, adding that a description of the position would be helpful. Selectman Chapel suggested that security cameras at the site could be useful as well. The complete package for the project will be distributed to finance board members.

Citizen Comment:

Mark Becker expressed disappointment that the referendum vote supported the addition to the Fire Department building but not the elementary school budget. Though he concurs that information from the State in terms of funding is necessary, he is not in favor of further cuts, noting that the school board has been fiscally responsible by maintaining a level budget for several years.

Perry Matchinis, speaking as a citizen, suggested that the two million dollar appropriation should be ample for providing education to one hundred students.

Pat Boss said that while it appeared prudent to find alternatives to the Reading Teacher for the delivery of instruction, she questioned the need for a Business Manager, stating her preference that funds be spent directly on educating students.

Kathy Donahue, speaking as a citizen, said that the school board is in violation of the Freedom of Information Act as they have yet to respond to the request for financial information she submitted last month. Chairman Bisson said that administrators have been on vacation.

First Selectman Cahill stated, for the record, that the Town has always financially supported the school's maintenance and facility projects, noting that the road crew's overtime is largely due to work at the school.

Kathy Donahue suggested that the school look to volunteers for some of the projects on the 5-Year Plan, such as the playground. Mark Becker said that grants will be looked into as well to help fund these projects.

Perry Matchinis and Kathy Donahue volunteered to work on developing bus routes to see whether or not eliminating one bus is feasible. Jeff Clermont, speaking as a citizen, said that he preferred the study be conducted independently, but that members of the board of finance and education could study the issue jointly.

Suggestions for Next Agenda:

Re-appoint the Fiscal Policy and Procedures Committee

Discuss Ordinance to Address Procedures for Construction Projects

Appoint Clerk of the Works for Fire Department Project

Date, Time and Place of Next Meeting:

Regular Meeting on August 14, 2018 at 7 p.m. in the Lower Level of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 8:18 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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

