

Town of Hampton
Board of Finance
Regular Meeting
July 14, 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, Dan Meade, Rick Matejka, Penny Newbury

Alternates Present: None

Members/Alternates Absent: Nick Brown, Ed Adelman, Luciann Norton, Mike Higgins, Stan Crawford

Staff and Others Present: First Selectman Al Cahill, Selectmen Bob Grindle and Mike Chapel, Treasurer Ellen Rodriguez, Substitute Recording Clerk Kathi Newcombe and a resident.

Citizen Comments: none.

Approval of Minutes

Motion: Penny, seconded by Rick to approve with the correction of the adjournment time to 8:40 p.m.; motion passed with Jeff abstaining.

Presentations: none.

Reports/Actions

First Selectman: Al reported that he had received correspondence from the Windham Regional Transit District that a 17% match from the towns participating in the Dial-a-Ride program was required; this was an unanticipated additional expense to the town of \$1,764.77 in excess of the \$9,224 already budgeted for that line item. According to WRTD, 1,341 rides were provided to Hampton residents in 2014 and 385 through May of this year; Al reported that they were unable to give more complete information justifying the number of rides provided.

Tax Collector: The report of the Tax Collector was distributed, reporting net proceeds of \$12,240.51 for the month of June, and \$3,721,059.23 year to date, exceeding the target of 97.5% of the current year's collections by over a full point.

Treasurer: Ellen requested the following transfers for the 2014-15 budget, many due to an extra pay period in the previous fiscal year:

\$139.15 to # 6000-02 Second Selectman from # 6000-07 Selectman Computer Support

\$139.15 to # 6000-03 Third Selectman from # 6000-07 Selectman Computer Support

\$993.77 to # 6001-01 Tax Collector Salary from # 6001-02 Tax Collector Assistant

\$215.52 to # 6001-08 Tax Collector Postage from # 6001-07 Tax Collector Professional

\$906.02 to # 6003-01 Town Clerk Salary from # 6003-02 Town Clerk Land Records

\$590.00 to # 6003-12 Record Management Projects from # 6003-02 Town Clerk Land Records

\$410.00 to # 6003-12 Record Management Projects from # 6003-08 Town Clerk Conference/Education

\$769.29 to # 6005-01 Treasurer Salary from # 6004 Town Counsel

\$683.00 to # 6006-01 Assessor Salary from # 6006-02 Assessor Clerk

\$140.07 to # 6007-02 Town Hall Water from # 6007-01 Town Hall Photocopier

\$578.21 to # 6010-01 P & Z Enforcement Officer from # 6010-02 P & Z Legal Notices

\$1.00 to # 6010-03 P & Z Mileage from # 6010-02 P & Z Legal Notices

\$108.48 to # 6011-01 Inland Wetlands Enforcement Officer from # 6011-00 Inland Wetlands Clerk

\$39.94 to # 6013-10 Community Center Electric from # 6013-05 Town Hall Cable
\$868.30 to # 6014-00 Simple IRA from # 6013-13 Fire Dept. Oil
\$309.02 to # 6100-01 Fire Marshal Salary from # 6100-00 Fire Marshal Supplies/Deputy
\$669.13 to # 6100-06 Building Inspector Salary from # 6100-08 Building Inspector Supplies
\$160.00 to # 6100-10 Building Inspector Clerk from # 6100-08 Building Inspector Supplies
\$405.00 to # 6100-10 Building Inspector Clerk from # 6100-07 Building Inspector Mileage
\$30.62 to # 6100-10 Building Inspector Clerk from # 6100-09 Building Inspector Training
\$2,392.28 to # 6201-01 Road Maintenance from # 6201-03 Road Maint. Payroll OT
\$2,055.15 to # 6201-01 Road Maintenance from # 6201-04 Gasoline
\$1,009.92 to # 6201-01 Road Maintenance from # 6201-05 Diesel
\$10,268.49 to # 6201-02 Road Maintenance Payroll from # 8100-00 Town Garage Principal
\$145.00 to # 6201-07 Town Garage Maintenance from # 6201-06 Safety
\$40.91 to #6300-01 sanitation – Payroll from # 6300-00 Sanitation – Transfer Station;

in addition to \$1,341 to # 7100-04 Dial A Ride from # 7000 Contingency in the 2015-16 budget, to cover the requested adjustment by the Windham Regional Transit District.

Motion: Penny, seconded by Dan, to approve all the requests for transfers. Motion carried unanimously.

Ellen also reported that she had received the engagement letter from the new auditor and requested review and approval by the Board before signing.

Motion: Penny, seconded by Dan, to approve the contract with the new auditor. Motion carried unanimously.

Board of Education: no report.

Board of Finance Committees:

HR Committee: Penny reported that she had drafted a job description for the Land Use Office Assistant after speaking with the current holder of the position as well as the Zoning Officer and Building Official and determining that no previous job description existed; the draft was created after consultation with all and was available for review.

Fiscal Policy and Procedures Committee: no report.

Correspondence: none.

Old Business

Update on Central Office Concerns: Jeff reported that the Central Office Subcommittee had met on July 2 and approved a contract for a procedural audit with James Lagana, the cost of which (\$5,000) would be shared with the town of Scotland; the audit would initially review the past three years and take approximately two months to complete. Al noted that the new auditor recently hired by the town is also certified for this type of audit and would be available to follow up if need be. The contract with James Lagana has already been signed by both Al and Scotland 1st Selectman Dan Syme, and Mr. Lagana has already begun the process of requesting and gathering information.

Motion: Jeff, seconded by Dan, to approve the minutes of the 7/2/15 subcommittee meeting as presented; motion passed unanimously.

New Business: none.

Citizen Comment: none.

Suggestions for Next Agenda

- Report from Fiscal Policies Sub-Committee

Date, Time and Place of Next Meeting:

Regular Meeting on August 11 at 7 pm in the Community Room of Town Hall. Ellen and Penny both noted that they would be unavailable to attend this meeting.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 7:38 p.m.

Respectfully submitted,

Kathi Newcombe
Substitute Recording Clerk

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