

Town of Hampton
Board of Finance
Regular Monthly Meeting
Tuesday, August 19, 2014
7pm
Hampton Town Hall

Meeting Minutes

Call to Order: The meeting was called to order at 7:05 pm by Chair.

Members present: Ed Adelman, Penny Newbury, Dan Meade, Rick Matejka, Jeff Clermont, Nick Brown.

Alternates present: Mike Higgins.

Members/alternates absent: Rheo Brouillard, Luciann Norton.

Also present: 1st Selectman Al Cahill, Selectman Bob Grindle, HES Interim Superintendent Connie Berglund, HES Principal Elise Guari, HES Business Coordinator Sally Lehoux, Recording Clerk Kathi Newcombe and a few audience members.

Citizen Comments: None.

Approval of Minutes:

- 6/10/14 meeting: Ed questioned the word “interrupted” by citizens, feeling it was subjective and disrespectful to the citizens.
Penny asked what word should be substituted; Ed suggested “commented”.
Al suggested that “interrupted” denoted speaking without being recognized by the Chair, as was his recollection.
Penny thought one of the comments was unruly, as it continued and was not addressed to the Board.
Dan said anyone speaking from the floor should be recognized first by the Chair.
Ed remembered unsolicited comments during other heated discussions. He recommended changing the wording to “Craig Philps objected” and “Vi Marquis commented”; Mike agreed.
Penny suggested a protocol when excessive commentary occurs. Ed suggested that citizens only speak during audience.
Jeff agreed, and said he had left the dialogue open; he admitted that he has been a bit lax, but felt that he should not limit the time people spend commenting.
Penny moved and Rick seconded to accept the 6/10/14 minutes changing “Craig Philps interrupted” to “Craig Philps objected” and “Vi Marquis interrupted” to “Vi Marquis commented”; motion passed with all in favor except Nick who abstained.
- 6/26/14 meeting: **Nick moved and Dan seconded to approve the 6/26/14 minutes as presented; motion passed unanimously.**
- 7/8/14 meeting: **Ed moved and Rick seconded to approve the 7/8/14 minutes as presented; motion passed with Nick, Ed, Rick and Mike voting in favor and Dan, Penny and Jeff abstaining.**

Presentations: HES Board of Education. Principal Elise Guari introduced Interim Superintendent Corinne (Connie) Berglund. Principal Guari had previously distributed for review copies of procedures and processes via email and asked if there were any questions. She stressed the updating of procedures

and processes over the last two years for cash handling. Jeff asked about handling of lunch money. Principal Guari responded that there had been no formal record sheet for number of lunches sold – paid/reduced/free. Lunch money comes in daily, weekly, monthly, and the student accounts are tracked. There was a need to clarify the amount of funds received vs. number of lunches sold since no audit of lunch program had occurred in the last six years; there were procedures of which the school was not aware that needed to be updated.

Reports/Action:

- 1st Selectman: Al reported that at the last Board of Selectmen (BoS) meeting, the Green Energy Committee presented and the BoS supported the Dark Sky lighting project at Hampton Elementary. Last month, the solar energy line item was renamed to encompass other energy efficiency projects in anticipation of using this line item to seed the lighting project, some of which would be financed. The amount of \$8,000 being requested for transfer represents the amount budgeted for but not used in the 2013-14 fiscal year, and would be used as seed money for a grant and a loan, from the CT Clean Energy Fund, in addition to the \$8,000 in the current budget in that same line item. The loan would be repaid out of the electricity line item in the HES budget and would be scheduled to be paid off in 48 months.
Nick moved and Dan seconded to appropriate an additional \$8,000 from the General Fund to the 6016-01 Solar / Energy Efficiency System line item; motion passed unanimously.
- Tax Collector:
The monthly Tax Collector's reports had been distributed previously to members via email. There were no questions.
- Treasurer:
The monthly Treasurer's reports had been distributed previously to members via email. There were no other questions, and no transfers.
- Board of Education (BoE):
The monthly Board of Education reports had not been approved yet by the BoE.
- Board of Finance (BoF) Committees
 - HR Committee: Penny said that there are more job descriptions to be worked on; the next one will be Recording Clerk. She asked if the current job descriptions will be approved by the BoS. She asked what needs to be done to modify the Registrar and Tax Collector descriptions (the only ones not signed) to bring them to approval. According to Selectmen Bob Grindle, many job descriptions previously were sketchy, and it has been extremely useful to the BoS to have the updated descriptions despite the attitudes. Dan suggested that if there were no job description, there could be no performance evaluation, and no large raises would be forthcoming. Jeff pointed out some adjustments were needed due to the comparison with surrounding towns. Dan suggested surveying surrounding towns to see how many have job descriptions. It was the consensus that the HR Committee should continue to develop the job descriptions.
- Other: None.

Correspondence: Auditor document and fraud questionnaire & MBR information (forward to Rick).

Old Business:

- Fiscal Policy & Procedures Committee – charge and appointment of members
Nick Ed and Jeff volunteered to serve on this committee, which will review the various checklists to assure compliance with the auditor's suggestions for internal controls.

Penny suggested asking if there is a document that records who monitors what and when, how it is all verified, that would become a public record to be reviewed.

- HR Committee – no further business.
- Auditor Fraud Questionnaire – members to fill out and return to auditor or recording clerk as soon as possible.
- Audit RFP – Nick resent the documents previously shared in March. Most towns are using the template O'Connor Davies recommended. Lebanon's is simple and to the point. Using the O'Connor Davies template would filter out some vendors. Due diligence would require looking through the O'Connor Davies template in detail with another member – Mike volunteered to help. Target completion is the next meeting. Once completed, an RFP would be published in local newspapers and on the website.

New Business: None.

Citizen Comments: None.

Suggestions for Agenda of next meeting: Audit RFP and subcommittee reports.

Set the Date, Time and Place of next meeting: The next regular meeting will take place on Tuesday, September 9th, at 7:00pm.

Adjourn: Meeting was adjourned at 8:01pm.

Respectfully submitted,
Kathi Newcombe,
BoF Recording Clerk