

Town of Hampton
Board of Finance
Regular Meeting
September 13, 2016
7pm
Hampton Town Hall Community Room

Call to Order: The meeting was called to order at 7:00 p.m.

Members/Alternates Present: Ed Adelman, Nick Brown, Perry Matchinis, Rick Matejka, Mike Higgins, David Fowler.

Members/Alternates Absent: Jeff Clermont, Stan Crawford.

Staff and Others Present: First Selectman Al Cahill, Treasurer Ellen Rodriguez, Board of Education Chairman Rose Bisson, Recording Clerk Dayna McDermott-Arriola.

Motion: Vice-Chairman Brown seated David Fowler for Jeff Clermont.

Citizen Comments: Board of Education Chairman Rose Bisson submitted a draft of a correspondence for the State Department of Education requesting that Hampton Elementary School be granted a one year waiver from the Minimum Budget Requirement, which she will amend to include the amount of the budgeted shortage, \$11,000.

Approval of Minutes

Motion: Ed Adelman, seconded by Mike Higgins, to approve the August 9, 2016 Regular Meeting Minutes. Motion carried 5-0, Nick Brown abstaining.

Presentations: On behalf of the Hampton Fire Company, Rich Schenk explained the need to locate, or expand, the space to accommodate additional emergency vehicles. According to Mr. Schenk, the Ambulance Corps requires another ambulance, as the one in use needs to be replaced, is of minimal value, and is frequently out of town due to increased call volume. Since First Selectman Cahill reports that the old Town Garage, used for cold storage and as a fuel depot, is not a viable option, the Fire Department is requesting that the Town locate alternate space, or consider funding, or securing a grant for, expansion of the Firehouse with the addition of a bay, estimated at a cost of \$374,000 for construction, to accommodate a second ambulance and future emergency vehicles. Fielding questions from board members, Mr. Schenk explained that the Fire Department owns the land and the building, the Ambulance Corp pays a nominal rent for use, and the Town owns the trucks. In the past, building projects have been funded by donations of labor and money and through fund raising, though if the Fire Department, which is subject to an annual audit, disbands, the Town is the beneficiary of the property. First Selectman Cahill has asked the Town Attorney to investigate the legal issues involved with Town funding of the project, and is scheduling a Town Meeting in the next few weeks at which time he will seek public comment on the request.

Reports/Actions

First Selectman: First Selectman Cahill reported that the Town was reimbursed \$28,000 for the handicap accessible bathrooms in the Town Hall basement and \$24,500 for the Edwards property purchase. A Town Meeting is scheduled for October 3, prior to the Board of Selectmen's meeting, to request the transfer of \$58,000 in unspent funds for road maintenance from last year's budget to apply to this year's road maintenance.

Tax Collector: Vice-Chairman Brown reviewed the Tax Collector's Report, which reported deposits for the month of August totaling \$147,748.40. Year-to-Date, the Town has deposited \$2,080,192.48 and received online payments of \$49,848.97, for a total of \$2,130,041. Reportedly, the Tax Collector has ordered a check scanner from the Savings Institute Bank & Trust to facilitate more timely deposits.

Treasurer: Ellen Rodriguez reported that the audit for fiscal year 2015-2016 is to start in October. Dave Fowler asked if the financial reports could reflect the portion of the budgeted amount spent for line items monthly. Mike Higgins noted that, in the future, the finance board should review the departments' actual expenditures to reduce end of the year surpluses.

Motion: Mike Higgins, seconded by Ed Adelman, to approve the transfer of \$22.00 from # 7000 Contingency to # 6002.01 Board of Assessment Appeals. Motion carried unanimously.

Board of Education: Chairman Bisson reported that the facility projects were completed.

In response to the Board of Education's discussion last month on retaining the school's 2015-2016 budget surplus in the school's Capital and Non-Recurring Account, Perry Matchinis distributed a chart illustrating the annual amount transferred into the Cafeteria Account and the surplus funds deposited into the CNR Account since FY 2010-2011, information obtained from the Elementary School's budgets and the Town's financial statements. Mr. Matchinis has asked the Town Auditor if the amount transferred into the CNR Account last year exceeds a statutory limit. Mr. Matchinis is also questioning if the educational expenditures of both schools are used to determine a limit and whether or not the Cafeteria Account is considered a "non-lapsing account", and asked for clarification of the cafeteria accounting. Mr. Matchinis also noted that the statutes indicate that the finance board may recommend changes in non-educational items to promote efficiencies to the Board of Education, which may accept or reject such recommendations in writing.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee: Ed Adelman suggested that the Committee meet with the Auditor during the audit.

Correspondence: none.

Old Business

Report from Central Office Committee: none.

Review of Ordinances & By-Laws: Perry Matchinis volunteered to prepare draft versions of the revised by-laws and ordinances, based on the Town Attorney's advice, with the intent of submitting to the finance board for review and approval before the Town Meeting that presents other town ordinances to the legislative body. Ed Adelman suggested that identified redundancies might be viewed as reinforcements when written in both the by-laws and the ordinances; Mr. Matchinis noted that the two have different functions as by-laws are operational and ordinances are based on statutes.

Investment Discussion: Perry Matchinis provided copies of documentation from the FDIC which confirms that "the official custodian of the fund belonging to the public unit... is insured as the depositor...(that) savings deposits owned by a public unit ... are ... insured up to \$250,000...(and that) public unit deposits may be secured by collateral...the FDIC does not guarantee, however, that the collateral will be sufficient to cover the amount of the uninsured funds." Supporting documentation from Webster Bank and SIBT were also submitted. The Town has invested in two Certificates of Deposit each totaling \$250,000 at Webster Bank; the remaining amount, currently \$1.8 million, is in a Money Market Account at SIBT.

New Business: none.

Citizen Comment: none.

Suggestions for Next Agenda:

CNR Request for Unexpended Funds from 2015-2016 Budget (under Board of Education)
Funding for Elementary School Summer Construction Projects (under Board of Education)

Date, Time and Place of Next Meeting:

October 11, 2016 at 7 pm in the Community Room of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

Dayna McDermott Arriola
Recording Clerk

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