

Town of Hampton  
Board of Finance  
Regular Meeting  
January 20, 2015  
7pm  
Hampton Town Hall Community Room

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

Members Present: Jeff Clermont, Ed Adelman, Dan Meade, Penny Newbury, Rick Matejka  
Alternates Present: Mike Higgins  
Members/Alternates Absent: Nick Brown, Luciann Norton  
Staff and others present: Selectmen Michael Chapel and Bob Grindle, Treasurer Ellen Rodriguez, Substitute Recording Clerk Dayna McDermott-Arriola, and a resident.  
Chairman Clermont seated Mike Higgins for Nick Brown.

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Penny, seconded by Dan, to approve the December 6, 2014 Minutes. Motion carried unanimously.

**Presentations:** none.

**Reports/Actions:**

**First Selectman:** Michael Chapel reported on behalf of the Board of Selectmen that town departments are working on their respective budgets.

Ed noted that 93% of the Public Works Department budget has been spent. Ellen explained that the \$450,000 received from the STEAP grant had not yet been allocated to that line item at the time the Treasurer's report was submitted to the Board of Finance. Mike complimented the Department on their diligence in sanding roads last weekend. Ed also expressed concern that Computer Support expenditures were close to the amount budgeted. Ellen explained that these contracted fees are billed in July and in January. Mike suggested that the amount budgeted for Computer Support seems costly. Ellen explained that there is specialized support required for certain departments. Ed also noted that the Elections Department has only spent 56% of its budget. Ellen explained that any surplus would return to the General Fund.

Penny noted that 100% of the amount budgeted for Garage Maintenance has been used. Ellen explained that the monies had been spent on plantings, and that a transfer from another line item within the Public Works Department would cover any additional expenses, if necessary. Penny also inquired as to Certificates of Deposit listed for four organizations. Ellen explained that the Town holds trusts for these organizations, which can only spend interest accrued, as part of the terms of their respective bequeaths.

**Tax Collector:** none.

**Treasurer:** Ellen reported that the budget process has started, and that a Town Meeting approved the transfer of \$450,000, awarded by a STEAP grant for road maintenance, from the General Fund to the Public Works Department. Clarifying an earlier discrepancy, Ellen reported that the amount in the Hampton Elementary School's Capital and Non-Recurring Account was \$53,000.

**Board of Education:** none.

**Board of Finance Committees:**

**HR Committee:** Penny reported that the Tax Collector approved the job description for the Assistant Tax Collector, and that the job description for the Planning & Zoning/Building Department Clerk needs

to be developed. The Selectmen will direct their Administrative Assistant to provide the Board of Finance with a list of the job descriptions which the Selectmen have reviewed. Bob clarified that the Selectmen “accepted” rather than “approved” the job descriptions, to which Penny objected, recalling the purpose of creating the job descriptions was for use as an evaluative tool. After much discussion, it was agreed, on Dan’s suggestion, that the Selectmen contact the Town attorney to ascertain the material difference between “acceptance” and “approval” of job descriptions.

**Fiscal Policy and Procedures Committee:** Jeff announced that the Board of Finance email is functioning and that the Town received several applications for the position of Recording Secretary, for which he and the First Selectman will conduct interviews.

**Correspondence:** none.

**Old Business:** none.

**New Business:** none.

**Citizen Comment:** none.

**Suggestions for Next Agenda:**

- Audit RFP
- 2015 Schedule of Regular Meetings
- Discuss additional duties of Administrative Assistant
- Discuss allocation of \$5000 surplus from First Selectman’s salary line
- Fiscal Policy and Procedures Committee report
- Approval by Board of Selectmen of all job description proposals

**Date, Time and Place of Next Meeting:**

February 10 at 7pm in the Community Room of Town Hall

**Adjournment:**

There being no further business to come before the Board, the meeting adjourned at 7:40 p.m.

Respectfully submitted,

Dayna McDermott Arriola  
Substitute Recording Clerk