

Town of Hampton  
Board of Finance  
Regular Meeting  
August 13, 2025  
7PM

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

**Roll Call:** Kathy Donahue, Joan Fox, Regina DeCesare, Fran Gustaveson, Kathi Newcombe.  
Staff and Others Present: First Selectman Allan Cahill, Treasurer Ellen Rodriguez, Recording Secretary Dayna McDermott-Arriola  
Kathi Newcombe and Regina DeCesare were seated, upon request, for Diane Gagnon and Judy Buell.  
**Motion:** Regina DeCesare, seconded by Kathi Newcombe, to seat Fran Gustaveson for Ed Adelman.  
Motion carried unanimously.

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Regina DeCesare, seconded by Kathi Newcombe, to approve the Minutes of the Regular Meeting of July 9, 2025. Motion carried unanimously.

**Reports/Actions**

**First Selectman:** First Selectman Cahill reported on the completion of the pickle board courts and that the total costs were less than anticipated. Similarly, the town removed the underground oil tank at the Hampton Elementary School, estimated to cost \$30,000-\$40,000 for another significant savings. He also announced that the OSHA report has been received and has listed some infractions, and imposed some fines, at the Town Garage and the Transfer Station. The Town has 30 days to rectify the situations; an extension is being requested.

**Tax Collector:** Chairman Donahue received the email that was sent from the Tax Collector to the Selectmen but the report was not attached.

**Treasurer:** Treasurer Rodriguez requested a number of transfers for fiscal year 2024-2025.

**Motion:** Kathi Newcombe, seconded by Regina DeCesare, to approve the following transfers: .70 to #6001-13 Collection Agency Expenses from #6001-03 Tax Collector Equip. Supplies; \$48.47 to #6003-02 Town Clerk Land Records from #6003-03 Town Clerk Assistant; \$2.48 to #6010-00 P & Z Clerk from #6010-01 P & Z Enforcement Officer; \$2.48 to #6100-10 Building Inspector Clerk from #6100-12 Burning Permits; \$1216.36 to #6300-03 Sanitation Tipping Fees from ##6300-01 Sanitation Payroll; .24 to #6300-03 Sanitation Tipping Fees from #6300-05 Transfer Station Lease. Motion carried unanimously.

The following transfers for fiscal year 2024-2025 will require town approval: \$215 to #6001-13 Collection Agency Expenses; \$98.97 to #6008-01 Conservation Commission; \$3683.21 to #6300-03 Sanitation Tipping Fees; \$1391 to #6300-04 Sanitation Trucking. There might be additional transfers when all the invoices are received.

**Boards of Education:**

**Regional District #11:** Chairman Donahue reported that Stephanie Bayne began a three-year term as one of Hampton's representatives on the regional board. Committees were reassigned and an update on filling vacancies was given at the last meeting. The school is researching AI resources for the school.

**Hampton Elementary School:** Chairman Donahue reported that the board vacancies were filled by Tim Studor and Luther Gurlach to serve until the Municipal Election this November. The school is waiting for the windows in order to complete construction on the replacement of the library wall.

Both boards received letters of condolences on the passing of Rose Bisson, who had served on both boards of education.

**Policies and Procedures Committee:** none.

**Correspondence:** Chairman Donahue reported receipt of statements from the banks on Length of Service Award Program accounts and annuities, financial reports from the elementary school, and a list from the Assessor of the Town's top ten taxpayers

### **Old Business**

#### **a. Discussion on Year-End Transfers**

The Selectmen will schedule a Town Meeting in October, after all invoices have been received, for Town approval of the listed transfers.

**Additions to the Agenda:** none.

### **Citizen Comments:**

Fran Gustaveson asked if it would be possible to purchase standing handicapped parking signs to use once monthly for the senior luncheons. Mr. Cahill explained that the completion of the pickle board courts has narrowed the area substantially, and that the Fire Lane must be maintained, but would look into the possibility of erecting signs for two parking spots.

**Suggestions for Next Agenda:** Members are encouraged to send any other suggestions for discussion to the Chairman.

**Date, Time and Place of Next Meeting:** September 10, 2025 at 7PM.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 7:16PM.

Dayna McDermott Arriola  
Recording Secretary

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