

Town of Hampton
Board of Finance
Regular Meeting
November 12, 2025
7PM

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

Roll Call: Kathy Donahue, Joan Fox, Nick Brown, Ed Adelman, Regina DeCesare, Fran Gustavesen, newly elected member Kate Donnelly, Treasurer Ellen Rodriguez, Recording Secretary Dayna McDermott-Arriola.

Fran Gustaveson was seated, upon request, for Diane Gagnon.

Motion: Nick Brown, seconded by Ed Adelman, to seat Regina DeCesare for Judy Buell. Motion carried unanimously.

Citizen Comments: none.

Election of Officers:

Chairman Donahue explained that, while the by-laws dictate that the Board of Finance conduct the Election of Officers as soon as newly elected members are seated, which would be two weeks after the November 4 Election, State statute dictates that the members have thirty days from the Election, December 4, to elect Officers, or it becomes the responsibility of the Board of Selectmen. The next Regular Meeting of the Board of Finance is December 10, six days after the statutory deadline. Additionally, she reported that she called the new member, Kate Donnelly, before the meeting regarding decisions on meeting dates and offices. Therefore, Chairman Donahue left the decision on whether or not to schedule a Special Meeting in November, for the purpose of Election of Officers, to the members. By general consent it was agreed to proceed.

- a. **Chairman:** Joan Fox, seconded by Nick Brown, nominated Kathy Donahue.
- b. **Vice-Chairman:** Joan Fox, seconded by Kathy Donahue, nominated Nick Brown.
- c. **Clerk:** Kathy Donahue, seconded by Nick Brown, nominated Ed Adelman.

There being no further nominations for any of the offices, the Chairman, Vice-Chairman and Clerk were elected by acclamation.

Approval of Minutes

Motion: Nick Brown, seconded by Kathy Donahue, to approve the Minutes of the Regular Meeting of September 10, 2025. Motion carried unanimously.

Reports/Actions

First Selectman: In the First Selectman's absence, Chairman Donahue reviewed the Minutes of the November Meeting of the Board of Selectmen, available at Town Hall and on the Town website.

Tax Collector: None received thus far this month.

Treasurer: Treasurer Rodriguez requested three transfers.

Motion: Nick Brown, seconded by Fran Gustavesen, to approve the following transfers: \$238 to #6005-04 Treasurer Computer Support from #6005-02 Treasurer Computer Supplies; \$318 to # 6201-07 Town Garage Maintenance from #6201-09 Equipment Maintenance; \$22 to #7100-06 Fall Fest from # 7100-01 Memorial Day Parade. Motion carried unanimously.

Treasurer Rodriguez reported that the audit is ongoing; Chairman Donahue reported that she has signed the new contract for the auditor.

Boards of Education:

Regional District #11: Chairman Donahue reported that she received the enrollment figures for Parish Hill Middle/High School. Of a total of 59 students from Hampton in grades 7-12, 32 are enrolled in Parish Hill, with the remaining students participating in magnet, technical, and vo-ag options. She also reported that the Board expects to discuss the school’s rate for tuitioning students to Parish Hill at their next meeting.

Hampton Elementary School: Chairman Donahue reported that she received the financial reports from the school but not the enrollment figures.

Policies and Procedures Committee: Chairman Donahue explained that the draft version of the policies and procedures developed were reviewed by the Town auditor and were distributed to members, and to the Town Treasurer and Hampton Elementary School Finance Coordinator, for review. Currently, Chairman Donahue, Kathi Newcombe, Judy Buell , Treasurer Rodriguez and First Selectman Cahill serve on the Committee, and Joan Fox volunteered to serve as well.

Correspondence: Chairman Donahue reported receipt of the financial reports from the schools, and a report from CIRMA on workmen’s Compensation claims at Hampton Elementary School.

New Business

a. Discussion and Possible Action on Setting Schedule of Regular meeting for 2026

Kate Donnelly noted that the Green Energy Committee, which she currently chairs, has changed their meeting date again to accommodate the Board of Finance.

Motion: Nick Brown, seconded by Fran Gustavesen, to schedule the monthly regular meetings of the Board of Finance for 2026 on the second Wednesday of each month at 7PM. Motion carried unanimously.

It was also agreed that as Veterans Day falls on a Wednesday in 2026, there will not be a Regular Meeting in November, and that a Special Meeting will be scheduled if necessary.

Old Business

a. Update on Contributions to Annual Report

Chairman Donahue reported that Recreation Commission and the Building Department have already submitted their reports. She would also like to add to the Annual Report a section listing each department’s budget, actual expenditures, and surplus for the year.

Additions to the Agenda

Motion: Nick Brown, seconded by Regina Decesare, to add to the agenda: Review and Discuss the Board of Finance’s By-laws. Motion carried unanimously.

Motion: Nick Brown, seconded by Joan Fox, to add to the agenda: Approve the Year-end Transfers for FY2024-25 from the Unassigned Fund Balance. Motion carried unanimously.

Review and Discussion of By-Laws

The by-laws were distributed to members. Joan Fox noted a typographical error under Agenda as follows: “The Chair at *his*/her discretion...”. She also suggested that Meeting Agendas, which state at the second Citizen Comments “(limited to Agenda items and subject to Chairman’s discretion)” reflect the by-laws which state “Neither comment period shall be restricted to current Agenda items and shall allow for any/all citizen input.”

To Ms. Fox's question on Committees, Chairman Donahue explained that electors could also be appointed to serve on sub-committees of the finance board.

Under Budgets, questions arose as to whether or not the Regional District 11 Board of Education notifies the Board of Finance of teacher negotiations and their right to participate in those negotiations. Chairman Donahue will check.

Under Statutory Timelines, Joan Fox asked why only the Hampton Elementary School was held to timelines regarding budget requests, instead of all departments. Chairman Donahue explained that only the schools are subjected to statutory timelines, and reminded members that RD11 budget submissions are also governed by separate State statutes. It was agreed to add the RD11 statutory timeline to the by-laws, and to check to see if any other statutes exist that dictate the submission of budgets by other Town agencies to the Board of Finance. Kate Donnelly also asked if the RD11 board presents its budget to the finance board, and Chairman Donahue replied that, the annual tri-town meeting presents to all three towns, but the Finance Board Chairmen of Hampton and Chaplin are frequently the only ones in attendance.

The by-laws will be revised in accordance with the suggestions, distributed to members, presented for tentative approval at the next meeting, and subsequently final approval. It was also agreed that the by-laws should be accessible on the Town website, as the Town Ordinances are.

Approval of the 2024-2025 Year-End Transfers from the Unassigned Fund Balance

Treasurer Rodriguez requested this measure as the Town Meeting approved the Year-End Transfers, including in its motion that the transfers were approved by the Board of Finance. Chairman Donahue explained that the Board of Finance did not have the final numbers when last they met. She reviewed the final transfers as follows: \$215.48 to #6001-13 Collection Agency Expenses; \$159.20 to #6004 Town Counsel; \$98.97 to #6008-01 Conservation Commission; \$4 to #6300-01 Sanitation Payroll; \$3679.21 to # 6300-03 Sanitation Tipping Fees; and \$1,391 to #6300-04 Sanitation Trucking.

Motion: Nick Brown, seconded by Joan Fox, to approve the year-end transfers totaling \$5,547.86 from the unassigned fund balance. Motion carried unanimously.

Citizen Comments:

Joan Fox suggested that the finance board members use name plates so they are readily identified by members of the audience.

Chairman Donahue announced that the Hampton Elementary School is collecting donations and gift certificates to grocery stores for their annual food drives, that the Hampton Congregational Church is accepting donations of food for its pantry, and that the Seniors Club is sponsoring the Annual Super Bowl Grinder Sale this year to fully benefit the town's Fuel Fund.

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

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

Adjournment: There being no further business to come before the Board, the Meeting adjourned at 7:32PM.

Dayna McDermott Arriola
Recording Secretary

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