

Town of Hampton
Board of Finance
Special Meeting
Tuesday, December 11, 2012
7pm
Hampton Town Hall

Meeting Minutes

Call to Order: The meeting was called to order at 7:02pm by Chair Rheo Brouillard.

Members present: Rheo Brouillard, Margaret Haraghey, Penny Newbury, Luciann Norton, Stan Crawford, Paul Wakely; alternates present: Dan Meade, Jeff Clermont
Members/alternates absent: Thayne Hutchins
Others present: Al Cahill (1st Selectman), Ellen Rodriguez (Treasurer), Bob Grindle (Selectman), HES Board of Education Chair John Burnham, PZC Chair Kevin Grindle, IWWA Recording Clerk Dayna Arriola, and Board of Finance Recording Clerk Kathi Newcombe.

Approval of Minutes: Margaret moved and Paul seconded to approve the minutes of 11/13/12; motion passed unanimously, except Penny who abstained.

Citizen Comments: None

Presentations

Planning & Zoning Commission: PZC Chair Kevin Grindle began his presentation by mentioning that the PZC has paid staff, Zoning Enforcement Officer (ZEO) Martha Fraenkel, who has office hours Thursday evenings and handles the financial end of the procedures. When someone comes to town hall looking to, for instance, subdivide a parcel of land, the ZEO would inform the applicant of the regulations, fees attached to the application itself, as well as to the State DEEP and any additional review fees that may be required (e.g. engineering). The application then goes before the PZC, which would generate legal and publication fees payable by the applicant. If other issues come to light at that point, the town engineer may need to be consulted, which would generate additional fees payable by the applicant. Approval will not be given by the PZC until all fees have been paid. The fees must be paid via check (no cash accepted), are accepted by personnel in the land use office during its business hours, and passed on to the Town Treasurer. The Commission handles no fees at all. The town has a contract with WINCOG which gives the town the option of using a specific engineer, Nathan Jacobson and Associates, at a preferred rate. All fees are collected by the land use office and the town is responsible for passing on the fees to DEEP and any other fees to the appropriate parties; the Town Treasurer files a quarterly report with the payment. There are regulations related to the timeliness of payment of fees but not related to passing on the fee payments to the Town Treasurer; Mr. Grindle has not heard any feedback about this issue. When ZEO Fraenkel receives payment, she places the check in the Town Treasurer's box in the Town Clerk's office. A payment may be held in the land use office only if the application accompanying it is incomplete.

Inland Wetlands & Watercourses Agency: IWWA Chair Stan Crawford also operates on a check-only basis. All applications going to the land use office must go through a wetlands review, which requires a \$30 review fee. If no permit is deemed necessary by Inland Wetlands

Enforcement Officer John Valente, he signs off on the review, and the applicant can then proceed to the land use office for a building permit or subdivision application. If a permit is necessary, only then does the application come before IWWA. Stan declared there was a problem with getting applications and checks coming from the land use office. Often checks arrive in the IWWA mail slot with the application missing or applications are accepted without checks. Stan said he had attempted to work out the problem with ZEO Fraenkel with no success. He also brought the problem to the attention of the previous administration, also with no success. Income was \$60 for last year, which was entirely for wetlands review. The fee is mandated by the State. An applicant can take an application from the slot outside the land use office and submit with the review fee to either the Town Clerk or the land use office. IWWA Recording Clerk Dayna Arriola also said that problem with the missing applications has been happening for about two years. Ms. Arriola stated that the town is in violation of its wetlands regulations when a check is received without an application. One check was too old to cash and the applicant had to be directly contacted at his home to have the application completed and a new check issued. Currently, there is a check for \$190 for which there is no application. According to Ms. Arriola, the Town Clerk does not know anything about the missing application, and usually calls Ms. Arriola when an application/check is received in her office. According to both Stan and Ms. Arriola, missing wetlands applications have been located in the land use office; in addition, the previous 1st Selectwoman had an application that she had been given by ZEO Fraenkel, which she then was angered about because it had never been dealt with. PZC Chair Grindle stated that Wetlands is not in the ZEO job description, and the ZEO should not be responsible for any Wetlands regulations compliance. Suggestions for resolution from the Board and PZC Chair Grindle included a change in Wetland regulations, regular hours in the land use office by IWWA Enforcement Officer, having the applicant dealing directly with the IWWA Enforcement Officer (including the completed application and wetlands review fee of \$30), or having the applicant come directly before IWWA. Ms. Arriola stated that often an applicant will call the IWWA Enforcement Officer directly, stating that he/she left the application and check at Town Hall, gets sign-off as “no permit required” and it is subsequently found that no application or check had been submitted. There was no firm resolution of the issue.

Reports:

- First Selectman:
1st Selectman Al Cahill reported that the auditor has requested and he approved an extension from OPM for completion of the audit. He also said the Recreation Commission has recommended and the Board of Selectmen has also recommended the alarm system and programmable thermostats, including a monthly monitoring fee, at the Community Center be upgraded using approximately \$3,000 of the \$5,375 in the special revenue fund 1060. Since no restrictions were never placed on this fund, although its original intent was as an endowment fund for the Grange Hall, there are no restrictions to the use of the contents of the fund.
Margaret moved, Stan seconded to approve the transfer of \$3,000 from revenue fund 1060 to be used to purchase an alarm system, programmable thermostats and monthly monitoring for a year, for the Community Center; 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 reported had been distributed previously to members via email. The Library account is overspent because of landscaping purchases which will be reimbursed by the Library Board. There were no questions, and no transfers were requested this month.

- **Board of Education:**

The monthly Elementary School reports had been distributed previously to members via email. There were no questions. Chair John Burnham informed the Board of Finance of an impending request to fund up to \$11,000 from the town-held Capital & Non-Recurring Fund to provide air-conditioning for the server room and a partition for the office shared by the Superintendent and the Business Coordinator; he suggested that it be placed on the agenda of the January, 2013 meeting. He also reported that there has been ongoing concern by the State over the school water supply due to updated regulations related to the distance between the catch basins in the school parking lot and the school's well. The school is currently non-compliant but acceptable, but will need to address the issue sometime in the future, hopefully not until the next fiscal year budget. Board members questioned a letter from the State regarding reduced funding to towns for transportation, preschool, special education, and ECS as well as other areas, in response to the State's fiscal crisis; this may even impact the current fiscal budget.

- **Other:**

HR Committee: A draft organizational chart, draft uniform job description format, and draft personnel files policies & procedures were distributed. Penny shared the Committee's difficulty in looking at some of the job descriptions (such as Recording Secretary/Clerk) because of their widely divergent duties, depending upon the entity employing the secretary/clerk. Outstanding job descriptions include librarian, transfer station personnel and agent for the elderly. The Committee will continue to refine the personnel procedures, distribute all documents electronically and continue on job descriptions; next meeting will be 12/27 at 10am.

Correspondence: None

Old Business:

- **Board of Finance Charter/Bylaws:** New copies of an updated bylaws document as well as the Town of Windham Charter had previously been distributed to members via email. The Board discussed each section of the draft bylaws document and determined what wording should be discarded, what wording was more appropriate for a revised Board of Finance ordinance, and what should be kept/modified/added. There was lengthy discussion of unexpended or unencumbered funds being turned back to the general fund in light of the "independent" checking accounts of the Recreation Commission and Youth Sports Committee. Rheo will distribute an updated draft of the bylaws to reflect the general consensus of the Board. He will as well, after obtaining the possible wording of an ordinance modification allowing removal of a Board member as well as a suggested change to the qualification of a Board member (cannot be a paid employee of the town or hold an elected position in the town), draft a recommendation to the Board of Selectmen to bring a modified ordinance to the town for approval.
- **Annual report:** Further Department and Board/Commission report submissions received since the last Board meeting were distributed and reviewed. Rheo and Kathi will continue to follow up with entities whose submissions have not been received, as well as updating the general information on the first several pages of the report.

New Business:

- 2013 Calendar: A draft calendar of monthly meetings, based upon the second Tuesday of the month, as well as a number of Tuesday budget workshops, was distributed. **Stan moved and Penny seconded to set the 2013 calendar of monthly meetings, on the Tuesday of each month as presented; motion passed unanimously.** After assurance that any meeting date set could be cancelled if not needed, **Penny moved and Margaret seconded to approve the budget workshop dates as presented; motion passed unanimously.**

Citizen Comments: Stan brought information from a recent Chaplin Board of Finance meeting where the entire public works department had requested a new town truck; information about the current fleet condition, life expectancy of each vehicle, and the cost of replacement

Suggestions for next Agenda:

- HR Committee
- Presentations from Recreation Commission and Youth Sports Committee; Kathi to notify Chairs
- Board of Education request
- Bylaws
- Request for ordinance change
- Annual report update

Set the Date, Time and Place of next meeting: A special (due to less than 30 days notice) meeting on January 8th at 7pm in the Town Hall Community Room.

Adjourn: Meeting was adjourned at 9:19pm.

Respectfully submitted,
Kathi Newcombe,
BoF Recording Clerk

Hampton Board of Finance
2013 Calendar of Meeting Dates
Approved on 12/11/12
All meetings held at 7pm
Hampton Town Hall

Tuesday, January 8	Special Meeting
Tuesday, February 12	Regular Meeting
Tuesday, March 12	Regular Meeting
Tuesday, March 19	Budget Workshop
Tuesday, March 26	Budget Workshop
Tuesday, April 2	Budget Workshop
Tuesday, April 9	Regular Meeting
Tuesday, April 16	Budget Workshop
Tuesday, April 23	Budget Workshop
Tuesday, April 30	Budget Workshop
Tuesday, May 7	Budget Workshop
Tuesday, May 14	Regular Meeting
Tuesday, May 21	Budget Workshop
Tuesday, June 11	Regular Meeting
Tuesday, July 9	Regular Meeting
Tuesday, August 13	Regular Meeting
Tuesday, September 10	Regular Meeting
Tuesday, October 8	Regular Meeting
Tuesday, November 12	Regular Meeting
Tuesday, December 10	Regular Meeting

Note: Budget workshops are scheduled but may be cancelled
if determined to be unnecessary