

Town of Hampton
Board of Finance
Special Meeting
March 27, 2018
7:00 pm
Hampton Town Hall Community Room

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

Members/Alternates Present: Jeff Clermont, Ed Adelman, Perry Matchinis, Nick Brown, Mike Higgins, Dave Fowler, Stan Crawford.

Staff and Others Present: First Selectman Al Cahill, Treasurer Ellen Rodriguez, Planning & Zoning Commission Chairman Kevin Grindle, Town Clerk Leslie Wertam, Tax Collector Laurie Berard, Fire Department Deputy Chief Noel Waite and members Jake Berard and James Kilburn, Recording Clerk Dayna McDermott-Arriola

Motion: Ed Adelman, seconded by Perry Matchinis, to seat David Fowler for Rick Matejka. Motion carried unanimously.

Citizen Comments: none.

Approval of Minutes:

Motion: Nick Brown, seconded by Perry Matchinis, to approve the February 13, 2018 Meeting Minutes. Motion carried unanimously.

At Ed Adelman's request, First Selectman Al Cahill reiterated his reasons for not signing the checks from the Town of Hampton to pay the monthly bill of approximately \$100,000 to Regional District #11.

Budget Presentations:

Planning & Zoning Commission: Commission Chairman Kevin Grindle distributed the Commission's budget request of \$39,152, a 1.27% decrease from the previous year's spending plan. The 4% increase over the two-year contract of the Town Planner was absorbed by reductions in supplies and legal services, based on predicted need.

Town Clerk: Leslie Wertam distributed the Town Clerk's budget request of \$53,769, a 12.50% increase over the prior year's budget. Ms. Wertam is requesting an increase of \$200 for an Assistant Town Clerk for special projects and advocating that the education line item increase annually by \$250 to accommodate the eventual cost of training a new Town Clerk. Ms. Wertam also explained the estimated revenue in grants, recording fees, and licensing.

Tax Collector: Laurie Berard distributed the Tax Collector's budget request of \$45,628. All line items are level with the previous year's spending plan with the exception of a 3% raise for the Tax Collector, per the Selectmen's request that all Town employees receive a 3% increase for the 2018-2019 fiscal year. Ms. Berard also distributed budget information received from Quality Data Service, Inc.

Town Treasurer: Ellen Rodriguez distributed the Treasurer's budget request of \$26,828, a 4.08% increase over the prior year's budget due to a predicted increase of \$300 in Computer Support, which covers licensing for QuickBooks at both Town Hall and Hampton Elementary School, a \$100 increase in the price of check stock, and the 3% raise per the Selectmen's request.

Reports/Actions

First Selectman: First Selectman Cahill distributed the most recent version of the Town Government Budget, which is nearly complete. Increases include a 3% raise for all Town employees and a 6% increase in health insurance rates with two additional employees receiving benefits. Stan Crawford asked that the line item for Senior Citizens, currently at \$1000, revert back to \$2000, the amount budgeted in FY2016-2017, because the Thames Valley Council for Community Action is no longer supplying meals for the

monthly luncheons. Reportedly, the Regional District #11 Board of Education approved a level spending plan, and the Hampton Elementary school board is expected to finalize their budget proposal on March 28. Perry Matchinis suggested that in the future individual department budgets are presented in the same format as the Town Government's budget.

First Selectman Cahill announced that the District Dissolution Study Committee has scheduled Hearings for residents to review the findings of their report in all three towns, with Hampton's scheduled for April 4 at 7:15 p.m. in the lower level of Town Hall.

Tax Collector: tabled.

Treasurer: Ellen Rodriguez requested several transfers.

Motion: Nick Brown, seconded by Perry Matchinis, to approve the transfer of: \$270 to #6005-04 Treasurer Computer Support from #7000 Contingency; \$1600 to #6007-03 Town Hall Maintenance from #7000 Contingency; \$140 to #6010-02 P&Z Legal Notices from #6010-07 P&Z Supplies; \$60 to #6013-17 Community Center Supplies from #6013-08 Town Garage Oil; \$300 to #6013-19 Community Center Elevator from #6013-08 Town Garage Oil; \$90 to #6201-07 Town Garage Maintenance from #6201-04 Gasoline; \$9 to #6203 Salt Storage from #6202 Small Tools; \$110 to #6900 Insurance and Bonds from #7000 Contingency. Motion carried unanimously.

Treasurer Rodriguez distributed information on the impact of 1%, 2% and 3% raises on the Town Government Budget as requested by Perry Matchinis, who asked that the board discuss raises when the budget is complete. Ms. Rodriguez clarified that, per statute, the signatures of two Selectmen are required on Town checks. She also distributed two formats of monthly fiscal reporting and, after discussion on the value of including a column for projections, members agreed that the column illustrating projections is useful information and should remain. She also informed members that one of the Certificates of Deposit had matured.

Motion: Nick Brown, seconded by Perry Matchinis, to renew the 9-month Certificate of Deposit. Motion carried unanimously.

Board of Education: none.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee: none.

Correspondence: none.

Old Business

Review Board of Finance By-Laws: tabled.

New Business

Presentation of Fire Department's Building Project:

Deputy Chief Noel Waite distributed and reviewed detailed plans for the proposed addition to the Fire Department and an itemized estimate of the costs, projected at \$468,900, slightly less than previously anticipated due to adjustments to the plan and volunteer efforts of department members for some of the construction. In response to Ed Adelman's question, Mr. Waite confirmed that the

insulation, new windows, new overhead doors, and an updated electrical system will result in greater energy efficiency and lower costs.

Motion: David Fowler, seconded by Perry Matchinis, that after reviewing the proposal for the addition to the Fire Department building, the Board of Finance recommends using up to \$500,000 from the unassigned funds for the proposed project. Motion carried unanimously.

Treasurer Rodriguez reported that currently there is approximately \$900,000 in the General Fund. After discussion between the finance board members and the First Selectman, it was agreed to call a Special Town Meeting for the purpose of approving the proposal on April 10 at 6:45 p.m., prior to the Board of Finance's Regular Meeting.

Mr. Waite also discussed the need for compressors, as well as the pressing matter of replacing the pump that broke while in use last fall, stating that given its age, it is doubtful that insurance will cover the estimated cost of \$30,000. Currently, mutual aid respondents are supplying the pump. First Selectman Cahill confirmed that there is grant funding for equipment. He reported that the Fire Department's Capital & Non-Recurring account contains approximately \$90,000. Stan Crawford suggested that any unspent surplus from the building project could be placed into the department's CNR account. It was also agreed that the \$8000 in the Unallocated Funds account could be transferred to the CNR account. The subject will be added to the Agenda of the April 10 Special Town Meeting.

Discussion of Circuit Breaker Program:

First Selectman Cahill explained that the State is no longer contributing \$19,000, or 50%, to fund the Circuit Breaker Program which offers tax abatement for elderly or disabled residents on limited incomes. By general consent it was agreed that the Town would fund the program fully this year and advise participants of the State's elimination of their contribution.

Contribution to the Annual Report:

Ed Adelman suggested that the report clarify that the Regional District #11 FY2016-2017 Budget was approved *at referendum*.

Motion: Nick Brown, seconded by Perry Matchinis, to approve the Board of Finance's Contribution to the Annual Report. Motion carried unanimously.

Citizen Comment: none.

Suggestions for Next Agenda:

Regional District #11 Budget Presentation

Date, Time and Place of Next Meeting: April 10, 2018 at 7 p.m. in the Lower Level of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 9:10 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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

