

Town of Hampton  
Board of Finance  
Special Meeting  
August 20, 2020  
7:00 PM  
Zoom Meeting

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

**Roll Call:** Kathy Donahue, Diane Gagnon, Perry Matchinis, Ed Adelman, Judy Buell, Nick Brown (7:42), Kathy Newcombe, and Stan Crawford.

Staff and Others Present: Selectman Bob Grindle, Treasurer Ellen Rodriguez, Recording Secretary Dayna McDermott-Arriola.

**Election of Chairman**

Nomination of Kathy Donahue by Perry Matchinis, seconded by Diane Gagnon.

Hearing no others, Vice-Chairman Donahue closed nominations, and Kathy Donahue was unanimously elected Chairman.

**Election of Vice-Chairman**

Nomination of Judy Buell by Diane Gagnon, seconded by Perry Matchinis.

Hearing no others, Chairman Donahue closed nominations, and Judy Buell was unanimously elected Vice-Chairman.

**Citizen Comments:** Perry Matchinis praised those who circulated petitions to bring the recent vote to referendum, especially Diane Gagnon, noting the limited time for circulation.

**Approval of Minutes of July 8, 2020 Special Meeting and Minutes of July 8, 2020 Regular Meeting.**

**Motion:** Ed Adelman, seconded by Diane Gagnon, to approve the Minutes of the July 8, 2020 Special Meeting. Motion carried 4-0, Judy Buell abstaining.

**Motion:** Ed Adelman, seconded by Perry Matchinis, to approve the Minutes of the July 8, 2020 Regular Meeting. Motion carried 4-0, Judy Buell abstaining.

**Presentations:** none.

**Reports/Actions**

**First Selectman:** First Selectman Cahill was not present to report.

**Tax Collector:** Chairman Donahue reported that the June, but not the July, report was received by the Selectmen. Kathi Newcombe noted the difficulty in reading the report and suggested providing the Windham Tax Collector's Office with a copy of what the Town of Hampton used for reporting.

**Treasurer:** Chairman Donahue reported that she contacted the auditor and the attorney to ascertain whether inter-department transfers of over \$20,000 cumulatively require, per the Governor's Executive Order, a vote of the Boards of Finance and Selectmen or of a Town Meeting. The attorney asked for details of the specific transfers as there are different provisions under the Executive Order. Chairman Donahue suggested that the finance board approve the \$37,774 of transfers within departments, and postpone the \$7,146 inter-department transfers until the attorney responds.

**Motion:** Diane Gagnon, seconded by Judy Buell, to approve the following transfers: for FY2019-2020 \$50.00 to #6005-03 Treasurer Mileage from #6005-06 Treasurer Postage; \$78.00 to #6009-04 Election Postage from #6009-02 Election Other Workers' Pay; \$580.00 to #6009-06 Election HAVA from #6009-

02 Election Other Workers' Pay; \$58.00 to #6010-04 PZC DEP Land Use from #6010-00 PZC Clerk; \$200.00 to #6013 Town Garage Telephone from #6013-08 Town Garage Oil; \$75.00 to #6013-17 Community Center Supplies from #6013-15 Community Center Cleaning; \$2,253.00 to #6100-10 Building Inspector Clerk from #6100-03 Ambulance; \$33.00 to #6100-13 DOT Physicals from #6100-08 Building Inspector Supplies; \$33,452.00 to #6210-00 Road Paving from #6201-01 Road Maintenance (\$20,000), #6201-02 Road Maintenance Payroll (\$8,100) & #6201-03 Road Maintenance OT (\$5,352); \$171.00 to #6201-07 Town Garage Maintenance from #6201-06 Safety; \$580.00 to #6300-04 Sanitation Trucking from #6300-01 Sanitation Payroll; \$12.00 to #6300-06 Sanitation MIDNEROC from #6300-01 Sanitation Payroll; \$107 to #6003-03 Town Clerk Assistant from #6003-02 Town Clerk Land Records; \$125 to #6010-01 PZC Enforcement from #6010-00 PZC Clerk; and for FY2020-2021 \$701.00 to #6009-06 Election HAVA from #6009-02 Election Other Workers' Pay; \$22.00 to #7100-04 Dial-A-Ride from #7100-01 Memorial Day Parade. Motion carried unanimously.

Treasurer Rodriguez reported that FEMA will only allow Covid reimbursement for the Town's mailing and signs. Chairman Donahue reported that Hampton Elementary submitted to the State for reimbursement \$95,028, and Regional District #11 \$112,500, in additional Covid-related expenses for opening the schools.

Perry Matchinis repeated his concerns regarding payroll overages for the Building Inspector Clerk, as the position also provides services to other departments. Chairman Donahue will ask the Building Inspector to communicate with PZC and IWWA officials so that the Clerk's compensation is divided correctly between the line items of the departments she serves.

Diane Gagnon asked if the Assistant Town Clerk has been appointed, per ordinance, by the Board of Selectmen. Selectman Grindle was uncertain, but recalled that in the past, the Selectmen approved a list of assistants who served in rotation in the Town Clerk's absence. Chairman Donahue suggested the Town Clerk's Association could be a resource of support and training from current and retired Town Clerks if needed.

### **Board of Education**

**Regional District #11:** Chairman Donahue reported that the last Financial Data Statement received was for the third quarter and that she will contact the administration for the missing financial reports.

**Hampton Elementary School:** Chairman Donahue reported that the start date for the school has been postponed until September 2 in order for the building and the staff to be better prepared for the opening. The school's Communication Committee has sent a mailing with Covid plans as well as a traffic flow map. The school principal has rejected a proposed raise and her compensation will remain at the 2019-20 salary; and the school board is planning to add technology personnel to the staff. Ed Adelman reported that the Town's representatives for contract negotiations will meet next week.

### **Board of Finance Committees**

**Human Resource Committee:** Chairman Donahue suggested that the committee disband until the next Budget season.

**Policies and Procedures Committee:** Judy Buell has volunteered to serve on the committee; the first meeting was not scheduled due to power outages from the storm.

**Correspondence:** Chairman Donahue reported that the board received an update on the Airline Trail Maintenance and a survey on this year's budget process.

## **Old Business**

### **a. Discuss Alternate Meeting Dates and Times**

Chairman Donahue said she would confirm whether or not the Green Energy Committee has changed the dates and times of their meetings, as the Town's calendar lists their meetings for both the first and second Wednesday of the next several months.

## **New Business**

### **a. Discuss and Act on Purchase of Backhoe**

Chairman Donahue announced that the purchase of the backhoe was approved with a vote of 96-88. Diane Gagnon asked if the purchase has been completed as a new backhoe was seen at Town Hall. Selectman Grindle explained that two companies have provided the road crew with the equipment in order for them to make an informed decision on the purchase. Chairman Donahue announced that when the decision was made, the Board of Finance will call a special meeting to approve the purchase. Perry Matchinis reviewed the statutory process, noting that approval by both the legislative body and the Board of Finance is necessary. Kathi Newcombe cited the statutes that state the appropriation process required (attached). To Mr. Matchinis' question, Treasurer Rodriguez affirmed that the money for the purchase will be transferred to Trucks & Equipment.

### **Citizen Comments:**

To Perry Matchinis' question, Selectman Grindle confirmed that the Transfer Station employees have been provided with masks. Mr. Matchinis also asked the Treasurer the formula in determining the undesignated fund calculation; Treasurer Rodriguez stated that the 22.3% reported was for FY2019-2020, per the audit, and that she was not yet prepared to provide the current percentage. Chairman Donahue asked Ed Adelman, as Clerk, for the contact information of all members, which she did not have during the storm.

### **Suggestions for next Agenda:**

Chairman Donahue will notify members of the Special Meeting to approve the purchase of the backhoe, and the Policy and Procedure Committee meeting. She requested that members send suggestions for future agenda items to the Chairman, the Recording Secretary, or the Board of Finance email address.

**Date, Time and Place of next Meeting:** September 9, 2020, at 7PM.

**Adjournment:** There being no further business to come before the Board, the Meeting adjourned at 7:54PM.

Respectfully submitted,

Dayna McDermott Arriola  
Recording Secretary

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

**Sec. 7-348. Towns not to contract in excess of appropriations. Town meeting to increase amount.** No officer of such town shall expend or enter into any contract by which the town shall become liable for any sum which, with any contract then in force, shall exceed the appropriation for the department, except in cases of necessity connected with the repair of highways, bridges, sidewalks and water and sewer systems and the care of the town poor, and then not more than one thousand dollars. If any occasion arises whereby more money is needed for any department of the town than has been appropriated as provided for in this chapter, the selectmen shall notify the board of finance of such fact, and the chairman of such board shall forthwith call a meeting thereof to consider the appropriation for such department and the board may make the necessary appropriation therefor, after inquiry, but, if, in towns where the grand list is not more than twenty million dollars, the amount required or the amount required, together with the sum of any additional appropriations made by the board for such department within the same fiscal year, exceeds ten thousand dollars, or, in towns where the grand list exceeds twenty million dollars, if the amount required or the amount required, together with the sum of any such additional appropriations, exceeds twenty thousand dollars, such appropriation shall not be made until, upon the recommendation of the board, the same has been voted by the town at a meeting called for such purpose, provided no more than one such additional appropriation for any one department shall be made in one year without town meeting approval, and provided the board may make additional appropriations for the care of town poor without town meeting approval not exceeding, in the aggregate, two thousand dollars in towns where the grand list does not exceed twenty million dollars or four thousand dollars in towns where the grand list exceeds twenty million dollars. The board may call a public hearing prior to the town meeting at which parties in interest and citizens shall have an opportunity to be heard so that the board may obtain information to assist in making its recommendations. The amount required for such appropriation may be drawn either from any cash surplus available or from any contingent fund established as hereinafter provided. If no cash surplus exists and no funds are available in the contingent fund, such appropriation may be financed by borrowing, and the amount of such borrowing shall be included in and made a part of the next tax levied. The estimate of expenditures submitted by the board of finance to the annual town meeting or annual budget meeting may include a recommended appropriation for a contingent fund in an amount not to exceed three per cent of the total estimated expenditures for the current fiscal year. No expenditure or transfer shall be made from the contingent fund until such expenditure or transfer has been approved by the board of finance. The provisions of this chapter shall not be a limitation upon the town in issuing bonds under the provisions of law or expending the proceeds thereof in accordance with the vote of such town nor shall such provisions be a limitation upon the settlement of claims or judgments against the town under the provisions of law.

**Sec. 7-361. Procurement of fund.** Upon the recommendation of the budget-making authority and approval by the legislative body, there shall be paid into such reserve fund (a) amounts authorized to be transferred thereto from the general fund cash surplus available at the end of any fiscal year, (b) amounts raised by the annual levy of a tax not exceeding four mills for the benefit of such fund, and for no other purpose, such tax to be levied and collected in the same manner and at the same time as the regular annual taxes of the municipality or (c) surplus cash funds already held in reserve and available for such capital or nonrecurring expenditures as are contemplated by the terms of section 7-364. All money so accumulated, as hereinbefore provided, together with all interest that accrues thereon, shall be deposited in a separate bank account by the treasurer of the municipality.

**Sec. 7-364. Use of fund.** Upon the recommendation of the budget-making authority and approval by the legislative body, any part or the whole of such fund may be used for (1) capital and nonrecurring

expenditures, but such use shall be restricted to the financing of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment, (2) costs associated with a property tax revaluation, and (3) costs associated with the preparation, amendment or adoption of a plan of conservation and development pursuant to section 8-23. Upon the approval of any such expenditure, an appropriation shall be set up, plainly designated for the project, acquisition, revaluation or plan of conservation and development for which it has been authorized, and such unexpended appropriation may be continued until such project, acquisition, revaluation or plan of conservation and development is completed. Any unexpended portion of such appropriation remaining after such completion shall revert to said reserve fund.