

Town of Hampton
Board of Finance
Regular Meeting
February 15, 2024
7PM

Call to Order: The meeting was called to order at 7:03PM.

Roll Call: Kathy Donahue, Ed Adelman, Stan Crawford, Judy Buell, Nick Brown, Joan Fox, Kathi Newcombe. Staff and Others Present: First Selectman Allan Cahill, Selectman John Tillinghast, Treasurer Ellen Rodriguez, Fire Department Chief Rich Schenk and member Ray Pawlikowski, Recording Secretary Dayna McDermott-Arriola

Stan Crawford was seated, on request, for Diane Gagnon.

Citizen Comments: none.

Motion: Nick Brown, seconded by Ed Adelman, to move Item 7. b. Discuss and Possible Action on Recommendation for Fire Truck to the beginning of the agenda. Motion carried unanimously.

7. Old Business

b. Discuss and Possible Action on Recommendation for Fire Truck

Materials, including the proposed contract with Firematic Supply Company, Inc. and the component list, with a purchase price of \$1,088,000 and details on discounts, were distributed to finance board members. Chief Richard Schenk detailed the process employed for the purchase, including the formation of a committee which met for more than a year to explore options, contact vendors, test drive vehicles, and rank the final selections on criteria which included costs, delivery, and service inspections. In terms of components, Chief Schenk explained that, aside from new safety standards, the department is replacing the old truck with one that is thirty years younger. The full membership voted on, and approved, the committee's recommendation.

Finance board members praised the fire department's efforts. They also praised the thoroughness of the contract, yet agreed with Joan Fox's suggestion to have the Town attorney review it. Ms. Fox also asked if there was a fixed date for delivery, and would a delay on the company's end result in a price increase. Chief Schenk said that the delivery date was to be determined as it is dependent on obtaining parts, but that the price would remain the same. To the question on the disposition of the old truck, Chief Schenk said that the Town owns the vehicle, at an estimated worth of \$15,000 - \$30,000. He also explained which existing parts were to be used on the new truck, noting that it would not affect the warranty. To Stan Crawford's questions on discounts, Chairman Donahue explained that the offer of a chassis payment discount of \$15,419 is available if the Town pays \$513,988, ninety days prior to final delivery, and that an optional discount of 5% APR is also available for any down payments made during the contract term. Mr. Crawford noted that, with these incentives, the cost of the truck is \$32,000 - \$33,000 per year over a 30 year rotation. To Nick Brown's question on the company's sustainability, Ray Pawlikowski spoke to the company's history and observed level of personal involvement, stating that the company is family owned through three generations.

Motion: Nick Brown, seconded by Judy Buell, to send the recommendation on the purchase of the Fire Truck to Town Meeting. Motion carried unanimously.

Approval of Minutes

Motion: Ed Adelman, seconded by Joan Fox, to approve the Minutes of the Regular Meeting of January 10, 2024 with the following amendments: under Treasurer "\$478 to #6001-14 FD Incentive Administration Fee"; and "#6100-11 Fire Department Incentive"; under Board of Education "RD #11 has hired an interim Superintendent"; under Discuss and Possible Action on Recommendation for Fire Truck "Chairman Donahue stated that the finance board would *research* the financing and that *one of* the current *companies* is offering an annuity with 5%

APR interest on the Town's deposit toward the purchase. She also said *that with the Town's approval, we could use the ARPA funds and the balance in the Capital and Non-Recurring account toward the purchase.*" Motion carried unanimously.

Reports/Actions

First Selectman: First Selectman Cahill announced that the Board of Selectmen scheduled a Town Meeting on March 4 and a referendum on March 12 for voters to approve the purchase of the fire truck. He also stated that negotiations with the agent for the RD #11 health insurance pool have resulted in a 6.7% increase, and that the Town was awarded a DOT grant of \$822,000 for Airline Trail improvements. Mr. Cahill also stated that the Town, and other member towns, has rescinded the letter of withdrawal from the Northeast Department of Public Health with a promise of State support for the agency, and that the court denied a request to dismiss the case with the Solar Park so it remains in litigation. He praised the Department of Public Works for their efforts through this winter's storms. Judy Buell said that Griffin Road has not been regularly plowed and Mr. Cahill said he would alert the foreman.

Tax Collector: The monthly report, which shows a 90% collection rate, was distributed to members. There will be a Tax Sale on April 11 at the Windham Town Hall which includes some Hampton properties.

Treasurer: Treasurer Rodriguez requested six transfers.

Motion: Joan Fox, seconded by Nick Brown, to approve the following transfers: \$1158 from #6100-11 Fire Department Volunteer Incentive to #6001-12 Tax Collector Miscellaneous; \$82 #from 6013-03 Town Hall Electricity to #6013-17 Community Center Supplies/Maintenance; \$650 from #6300-00 Sanitation Transfer Station to #6300-02 Sanitation DEP Permit/Audit. Motion carried unanimously.

There was discussion on the referendum question, which will include approval of the total amount and the use of the American Rescue Plan Act (ARPA) funds. Monies from the Capital & Non-Recurring Account will also be applied to the purchase. Options on financing the remainder will be researched and discussed pending Town approval.

Boards of Education:

Regional District #11: Chairman Donahue reported that a Connecticut Human Rights and Opportunities (CHRO) complaint was settled and paid by the school's insurance company, though there was no information on the amount. She read a correspondence on the hiring process for a new superintendent, and noted that there is a Superintendent Search Survey for tri-town residents on the RD#11 website.

Hampton Elementary School: Chairman Donahue will distribute the information she received on student census and unemployment compensation claims. The committee continues to research possible HVAC projects, and the recently hired interim Superintendent will be sending RFPs on various aspects of it. The board reviewed a draft budget, currently proposing a 2.49% increase, though members are waiting for information on a few items, such as insurance. Nick Brown asked if there would be a surplus left due to the resignation of the superintendent, and Chairman Donahue said she will ask.

Board of Finance Committees

Policies and Procedures Committee: Chairman Donahue stated that requests were sent to the school for their policies and procedures, and would need to be re-sent because of administrative changes. She asked the finance board members to consider separating the Town's policies and procedures from the school's.

Correspondence: Chairman Donahue reported receipt of financial reports from the schools, the information from the Fire Department regarding a new truck, the report of the Tax Collector, information on the Governor's budget from the First Selectman, and from Board of Education member Maryellen Donnelly, information from the Northeastern Connecticut Council of Governments (NECCOG) on possible grants to apply to the HVAC project through the Inflation Reduction Act.

Old Business

a. Update on Annual Reports

Chairman Donahue reported receipt of several submissions to the Annual Report, including the Registrars of Voters, the Planning & Zoning Commission, the Board of Finance, the Tax Collector, the Building Department, the Recreation Commission, and the Conservation Commission.

New Business

a. Discuss and Possible Action on Budget Workshops

Chairman Donahue stated that department budget requests would be added to the Agendas of Regular Meetings, with Budget Workshops scheduled as necessary. She asked members to send available dates for these.

b. Discuss and Possible Action on Board of Finance's Contribution to the Annual Report

A draft of the finance board's contribution to the annual report was distributed. Nick Brown suggested that the report include information on the Solar Park, and members agreed to use the language of the Tax Collector's Report regarding the matter. Joan Fox suggested that the information on setting the mill rate be included in the introductory paragraph rather than the paragraph on the Board of Finance and Town approval of the budgets. Members were asked to review the report and bring suggestions to the next meeting.

Additions to the Agenda: none.

Citizen Comments: none.

Suggestions for Next Agenda: Chairman Donahue encouraged members to forward suggestions for the next meeting.

Date, Time and Place of Next Meeting: March 13 at 7PM in the Community Room of Town Hall.

Adjournment: There being no further business to come before the Board, the Meeting adjourned at 8:10PM.

Respectfully submitted,

Dayna McDermott Arriola
Recording Secretary

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