

Town of Hampton  
Board of Finance  
Regular Meeting  
February 10, 2022  
7:00 PM

**Call to Order:** The meeting was called to order at 7:02 PM.

**Roll Call:** Kathy Donahue, Diane Gagnon, Ed Adelman, Nick Brown, Joan Fox, Stan Crawford  
Staff and Others Present: Selectmen Allan Cahill, Bob Grindle and John Tillinghast, Treasurer Ellen Rodriguez, Planning and Zoning Chairman Kevin Grindle, Conservation Commission Chairman Mark Samios and members Penny Newbury, Marcia Kilpatrick and Bruce Spaman, Recording Secretary Dayna McDermott-Arriola.

**Seating of Alternate(s):**

**Motion:** Diane Gagnon, seconded by Nick Brown, to seat Stan Crawford for Judy Buell. Motion carried unanimously.

**Citizen Comments:** none.

**Presentations:**

**Planning and Zoning Commission:** Chairman Grindle presented the P & Z's budget request. While the majority of items remain unchanged, the commission is requesting an 8% increase in Planning Services in order to add an additional hour of service per month, and an increase from \$1,250 to \$3000 in Legal & Engineering in response to current billings for legal issues. To Ed Adelman's question, Chairman Grindle stated that the attorney represents the Town and the Commission.

**Inland, Wetlands & Watercourses Agency:** Member Stan Crawford stated that the IWWA's budget request remains the same as the prior year. To Ed Adelman's question, Stan Crawford stated that while there was little activity this year, it might increase once Covid dissipates.

**Conservation Commission:** Chairman Mark Samios presented the Conservation Commission's budget request, explaining that the proposal would fund the second year of the Knotweed Project, initiate a Pollinator Project, and map, clear for access, and provide signage for the Hammond Hill Property, which is the newly acquired land along the Little River. Additionally, \$12,000 is budgeted for a Trail Improvement Program. Mr. Samios explained that the town is responsible for maintaining town-owned property, and the commission wants to widen some trails to accommodate the rescue vehicle, and to provide parking spaces to access certain areas, adding that projects, and funding, will continue for 4-5 years. Bruce Spaman explained the mapping process required for long-time planning, and Chairman Samios referred finance board members to the town's *Plan of Conservation and Development*. Chairman Donahue asked if detailed estimates for the cost of projects were available. Penny Newbury stated that the informal estimates discussed could be formalized for the finance board. Marcia Kilpatrick noted that the printing costs for the Pollinator Project, presented as \$50, is actually \$200. To Ed Adelman's question on the need for handicapped accessibility on trails, Penny Newbury explained that state funds only stipulate public access, and Chairman Samios stated that some existing trails accommodate special needs. Members also advocated for the Town funding of the Capital & Non-Recurring Open Space account. There was some discussion on the amount of open space in the town; Chairman Donahue noted that Town owned property, State forests, land owned by organizations, and easements should be included in the calculation of acreage. To her question on potential properties to acquire, Penny Newbury said that the commission is developing a list.

Stan Crawford, noting the importance of stewardship, asked to be re-appointed to the Conservation Commission to assist their efforts.

### **Approval of Minutes**

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve the Minutes of the January 12, 2022 meeting with the following amendment: under Report of Ad Hoc Committee for Inter-district Education Cost Sharing: "...Scotland Board of Education *Chairman Cassidy Martin*". Motion carried unanimously, Stan Crawford abstaining.

To Ed Adelman's question, Chairman Donahue clarified that Juan Arriola was appointed to the committee by the Board of Selectmen as a resident of Hampton.

### **Reports/Actions**

**First Selectman:** First Selectman Cahill reported that, due to the delay in the response of Hampton Elementary School's attorney, the Office of Policy and Management has granted an extension for the town's Audit. He also reported that, though the Regional District has approved a 15% increase in health insurance for next year, the town will experience a 5% decrease due to a change in employee needs. Mr. Cahill also reported that KB Ambulance has experienced a \$93,000 deficit, which the three member towns will have to compensate at \$30,000 a piece, and that a mailing was recently sent to households to assess the needs of senior citizens.

**Tax Collector:** The Tax Collector reported a net collection of \$2,403, 165.63, or 61.7%, in December's report.

**Treasurer:** Treasurer Rodriguez requested several transfers.

**Motion:** Stan Crawford, seconded by Diane Gagnon, to approve the transfer of: \$325 to #6006-06 Assessor Computer Support from #6006-02 Assessor Clerk; \$248 to #6009-04 Election Postage and Supplies from #6009-03 Election Training; and \$110 to #6010-04 DEP Land Use Fees from #6010-06 P & Z Training. Motion carried unanimously.

**Motion:** Stan Crawford, seconded by Nick Brown, to approve the transfer of \$400 to #6005-02 Treasurer Computer from #7000 Contingency. Motion carried unanimously.

**Motion:** Diane Gagnon, seconded by Ed Adelman, to approve the transfer of \$3271 to #6004 Town Counsel from #7000 Contingency. Motion carried unanimously. First Selectman Cahill explained that the attorney fees were due to legal matters involving the Planning & Zoning Commission and the Solar Park, as well as the attorney advising the Ad Hoc Committee for Inter-district Education Cost Sharing.

**Motion:** Nick Brown, seconded by Joan Fox, to approve the transfer of \$300 to #6006-10 Assessor Supplies from #6006-02 Assessor Clerk. Motion carried unanimously.

Treasurer Rodriguez reported that the Certificates of Deposit, at rates of .011% and .005%, were renewed, though Berkshire Bank only offered a six month CD.

### **Boards of Education:**

**Regional District #11:** Joan Fox reported that Parish Hill is experiencing problems securing long-term substitutes. She also stated that test kits and masks were distributed, and that there are staff efforts to encourage students to remain at Parish Hill rather than attending other high schools. The school is anticipating an expensive special education cost for the remainder of this and next year. Ms. Fox intends to attend the CABA Legislative Breakfast on February 18 with the district superintendent. Chairman Donahue reported that the Hampton Elementary School's financial documents can be accessed on the website. The school board anticipates completing their budget proposal in March.

### **Board of Finance Committees**

**Policies and Procedures Committee:** Chairman Donahue reported that the committee is still waiting for the information requested of the Hampton Elementary School.

**Ad Hoc Committee for Inter-district Education Cost Sharing:** Chairman Donahue reported that the work of the governance and programming sub-committees is nearing completion and that the information will be presented to the Boards of Education in Hampton and Scotland next month.

**Correspondence:** Chairman Donahue received a request from the Auditor for the elementary school's response from their attorney; the report of the Tax Collector will be forwarded to members.

**Old Business**

**a. Update and Possible Action on Fire Department Length of Service Award**

Chairman Donahue reported that the committee met and the draft of the letter with questions for Wilcox and Reynolds Insurance has been distributed to members for their review. As Chairman, she and the First Selectman will sign the letter. Ms. Donahue thanked Kathi Newcombe for developing the spreadsheet with the relevant information and Nick Brown for writing the letter.

**New Business**

**a. Discussion of FY2022-23 Budget**

Chairman Donahue reported that the Selectmen are suggesting a 3% cost-of-living raise for all Town employees. First Selectman Cahill reported that to date little has changed with State funding. Ed Adelman requested that the line item for the Board of Finance be changed from "Clerk" to "Recording Secretary".

**Citizen Comments:** none.

**Suggestions for Next Agenda:** Chairman Donahue asked members to forward suggestions for the next regular meeting. Budgets will be presented as they are submitted. The Fire Department Length of Service Award Program will continue as an Agenda item.

**Date, Time and Place of Next Meeting:** March 9, 2022 at 7PM.

*Chairman Donahue noted that she will remind the Town Clerk to list Board of Finance meetings as Zoom meetings on the Town website rather than listing the Community Room as the location.*

**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.*