

Town of Hampton
Board of Finance
Regular Meeting
December 13, 2016
7pm
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, Rick Matejka, Stan Crawford.
Members/Alternates Absent: Nick Brown, Mike Higgins, David Fowler.
Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Recording Clerk Dayna McDermott-Arriola.

Citizen Comments: none.

Approval of Minutes

Motion: Stan Crawford, seconded by Perry Matchinis, to amend the Minutes of the November 15, 2016 Special Meeting to include as an introduction to the discussion, under New Business, of the Request to Transfer Unexpended Funds from FY 2015-16 Hampton Elementary School Budget to CNR Account/Disposition of Existing Funds in Hampton Elementary School CNR Account: *"Prompted by concerns raised by the Town auditor..."* Motion carried unanimously.

Motion: Ed Adelman, seconded by Rick Matejka, to approve the November 15, 2016 Special Meeting Minutes as amended. Motion carried unanimously.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that his Office is sending notification to every Town department to submit FY 2016-17 budget requests and information for the Town's FY 2015-16 Annual Report by February 1, 2017.

Tax Collector: Chairman Clermont reviewed the Tax Collector's Report, which reported deposits for the month of November of \$23,968.04, and online payments of \$8,195.09, for a total of \$32,163.16. Year-to-Date, the Town has deposited \$2,158,177.38 and received online payments of \$72,430.28, for a total of \$2,230,607.66.

Motion: Perry Matchinis, seconded by Rick Matejka, to accept the Tax Collector's report. Motion carried unanimously.

Treasurer: Ellen Rodriguez reported that an inventory of the Town's physical assets at the Town Hall, the Town Garage, and the Transfer Station will be conducted. She also reported that funds in excess of the statutory limit previously deposited in the Hampton Elementary School's CNR account have been transferred to the General Fund.

Board of Education: none.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee: none.

Correspondence: none.

Old Business: none.

New Business:

Report on Outstanding Questions and Answers Regarding CNR Accounts

Perry Matchinis reviewed the Town Attorney's answers to the finance board's questions concerning the transfer of unspent funds to the Hampton Elementary School Capital and Non-Recurring Account. According to the Town Attorney, it is not necessary that the Board of Education submit a formal request to transfer surplus funds into the CNR account; the Board of Finance on its own motion can transfer up to 1% of the total appropriation. Additionally, though the Board of Education may request a transfer of more than the 1% threshold, a measure which would require approval by the legislative body, the Board of Finance may accept or reject the request. The Town Attorney also confirmed that the Board of Education can request, and the Board of Finance can act, to transfer multiple small amounts up to a total of the 1% allowable. Though there is no time limit on transferring surplus funds to the CNR account, the Town Attorney suggests the development and approval of an ordinance to define the process and establish a time frame to align with the completion of the audit and the Annual Report. Selectman Grindle raised concerns that, with limits imposed, the school might spend surplus funds prior to the close of the fiscal year. Mr. Matchinis explained that the school is limited to a set of permissible expenditures. Ed Adelman suggested that the measure should result in more realistic budgeting and spending by the school. Treasurer Rodriguez requested that the timeframe align with the completion of the audit, rather than a definitive date. Mr. Matchinis volunteered to develop a draft to present to the finance board. First Selectman Cahill will convene a meeting of the ordinance committee when the draft version is approved by the Board of Finance.

Discussion of Tax Abatement for Certified Members of the Fire Department

Chairman Clermont is currently compiling a list of municipalities in the state that offer property tax abatements and other incentives, which he will distribute to board members when complete. These include a range of \$250 to \$1000 in tax abatement and are dependent on years of service, or number of responses. Chairman Clermont will also distribute applicable legislation and existing ordinances. Selectman Grindle pointed out that currently, resident servicemen receive property assessment abatements. First Selectman Cahill suggested that the tax abatement apply to motor vehicles, and that an offer of incentives would necessitate a discussion with the Fire Department Chief. By general consent, it was agreed that, if approved, abatements would be extended to Hampton members of the Ambulance Corps as well.

Citizen Comment: Perry Matchinis reported that, based on the Hampton Elementary School Playscape Report commissioned by the Board of Education, it appears as though the playscape needs replacing.

Suggestions for Next Agenda:

Discuss Tax Abatement for Certified Members of the Fire Department and Ambulance Corps
Hear Budget Presentations from the Fletcher Memorial Library, the Inland, Wetlands & Watercourses Agency, and the Recreation Commission
Review Draft of Ordinance for CNR Account

Date, Time and Place of Next Meeting:

January 10, 2017 at 7 pm in the Community Room of Town Hall.

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 7:57 p.m.

Respectfully submitted,
Dayna McDermott Arriola
Recording Clerk

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

