

Town of Hampton  
Board of Finance  
Regular Meeting  
January 10, 2017  
7pm  
Hampton Town Hall Community Room

**Call to Order:** The meeting was called to order at 7:04 p.m.

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

Members/Alternates Absent: Rick Matejka

Staff and Others Present: First Selectman Al Cahill, Selectmen Bob Grindle and Michael Chapel, Board of Education Chairman Rose Bisson, Fletcher Memorial Library Board Chairman Anne Christie, Treasurer Ellen Rodriguez, Recording Clerk Dayna McDermott-Arriola.

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

**Citizen Comments:** Board of Education Chairman Rose Bisson informed the finance board that the State Department of Education has not responded to the school board's request for a waiver from the Minimum Budget Requirement (MBR) for FY2015-16, and that if a decision is not rendered by July 1, 2017, the Town would be responsible for paying the \$26,000 penalty imposed, twice the amount of the \$13,000 shortage. According to First Selectman Al Cahill, the State would reduce the Educational Cost Sharing (ECS) grant by the amount of the penalty. Ed Adelman suggested that officials contact State legislators; First Selectman Cahill agreed to contact State Representative Doug Dubitsky and Chairmen Bisson and Clermont volunteered to contact State Senator Tony Guglielmo. By general consent, it was agreed to allocate the amount to meet the MBR if a response from the State Department is not received by June. Chairman Bisson also reported that it was doubtful that the school board would be able to return an unspent surplus to the Town this year, as several emergency repairs were required and there were no retirements.

#### **Approval of Minutes**

**Motion:** Ed Adelman, seconded by Perry Matchinis, to approve the Minutes of the December 13, 2016 Meeting with the following amendment: under Discussion of Tax Abatement for Certified Members of the Fire Department, replace "*resident servicemen* receive property assessment abatements" with "*military veterans*". Motion carried 3-0, Nick Brown, David Fowler and Mike Higgins abstaining.

#### **Presentations: FY 2017-2018 Budget Proposals**

**Fletcher Memorial Library:** Library Board Chairman Anne Christie distributed information including a profit and loss budget overview for 2017, a list of programs, a 5-Year Plan, and the library's contribution to the Annual Report. The library is asking for a \$2000 increase over the current appropriation of \$30,680 to offset the \$1200 reduction in funding from the State, to pay for the expense of \$600 in software for the inter-library loan system, and to fund expanded programs, with the goal of continuing the increase in library patrons and circulation. Chairman Christie fielded questions on bank management fees, insurance, seasonal landscaping, and building maintenance, which this year involved electrical work, building cabinets, painting, replacing gutters, and resolving a problem with the septic system. David Fowler requested that the proposal be based on a fiscal, rather than a calendar, year. Chairman Christie will relay the request to the library's treasurer.

**Inland, Wetlands & Watercourses Agency:** IWWA Chairman Stan Crawford reported on the IWWA budget request, which will remain the same as the current year at \$4709, with the exception of cost of

living adjustments extended to town employees. Chairman Crawford explained that the Wetlands Enforcement Agent changed from an hourly to a salaried rate.

**Seniors:** Stan Crawford reported that the Seniors are requesting the same \$2000 stipend as last year, although the group anticipates increased participation. A suggested future expense is to provide potable water in the Community Room, which the Seniors use monthly for luncheons and programs.

### **Reports/Actions**

**First Selectman:** First Selectman Cahill reported that the State is cutting \$10,000 from the ECS grant for the current year, and that the LOCIP funds are frozen. Ed Adelman asked how the Town would compensate for the loss of revenue. First Selectman Cahill said that less paving would be completed, and that the likelihood of a continued trend in diminishing State funds would require raising taxes, cutting line items, or using reserves in the General Fund to cover expenses. First Selectman Cahill said that the Town has received a draft of the audit, and reminded the finance board that the auditor's current contract expires this year.

**Motion:** Mike Higgins, seconded by Ed Adelman, to authorize Jeff Clermont and Al Cahill to discuss with the auditor the terms of a multi-year contract. Motion carried unanimously.

**Tax Collector:** Chairman Clermont reviewed the Tax Collector's Report, which reported deposits for the month of December of \$346,822.53, and online payments of \$3,295.36, for a total of \$350,117.89. Year-to-Date, the Town has deposited \$2,504,999.91 and received online payments of \$75,725.64, for a total of \$2,580,725.55.

**Motion:** Perry Matchinis, seconded by Mike Higgins, to accept the Tax Collector's report. Motion carried unanimously.

**Treasurer:** Ellen Rodriguez reported that the auditor cited only two areas for improvement: the Recreation Commission must submit monthly evidence of balanced accounts; and the Hampton Elementary School's records must separate certain accounts. There was only one transfer request for the month.

**Motion:** Nick Brown, seconded by Mike Higgins, to approve the transfer of \$295 from # 7000 Contingencies to # 6013-16 Community Center Alarm. Motion carried unanimously.

**Board of Education:** none.

### **Board of Finance Committees:**

**HR Committee:** none.

**Fiscal Policy and Procedures Committee:** none.

**Correspondence:** none.

### **Old Business**

**Discussion of Tax Abatements for Certified Members of the Fire Department and Ambulance Corps:** tabled. Chairman Clermont has not yet completed the packet of information.

### **New Business**

**Review Draft Ordinance for Capital Non-Recurring Account(s):** tabled. Perry Matchinis reported that he has obtained policies from four municipalities which include all the necessary elements for crafting an ordinance for the Town. A draft version will be distributed to members prior to the next meeting. Mr. Matchinis will also distribute proposed amendments previously discussed for the Board of Finance ordinances.

In other business, Perry Matchinis was appointed liaison to the Board of Education, replacing Nick Brown. The position requires attendance at budget meetings of the Board of Education and its Finance Committee and reporting its conduct to the finance board.

Nick Brown reported that the Dissolution Committee held its first meeting and that he volunteered to serve as its Treasurer and will need to be bonded. The committee will meet the first Wednesday of every month, its first task -- to review the 2009 study and the results of the Boards of Education's recent survey.

**Citizen Comment:** none.

**Suggestions for Next Agenda:**

Discuss Tax Abatement for Certified Members of the Fire Department and Ambulance Corps  
Hear Budget Presentations for the Recreation Commission, the Department of Public Works, and the Fire Department  
Review Draft of Ordinance for CNR Account  
Review Amendments to Board of Finance Ordinances  
Discuss MBR Shortage

**Date, Time and Place of Next Meeting:**

February 14, 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 8:17 p.m.

Respectfully submitted,  
Dayna McDermott Arriola  
Recording Clerk

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