

Town of Hampton
Board of Finance
Regular Meeting
January 12, 2016
7pm
Hampton Town Hall Community Room

Call to Order: The meeting was called to order at 7:08 p.m.

Members Present: Jeff Clermont, Ed Adelman, Nick Brown, Perry Matchinis

Alternates Present: Stan Crawford

Members/Alternates Absent: Rick Matejka, Mike Higgins, Luciann Norton

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Recording Clerk Dayna McDermott-Arriola.

Chairman Clermont seated Stan Crawford for Rick Matejka.

Election of Officers

a. Secretary

A review of the governing statute and ordinance revealed that it is only necessary to elect a Chairman to the Board of Finance; therefore, no Secretary was elected. By general consent, it was agreed to establish by-laws.

Citizen Comments: none.

Approval of Minutes

Motion: Stan Crawford, seconded by Nick Brown, to approve the November 10, 2015 Regular Meeting Minutes with the following amendment under the Board of Education Report: "It is hoped to move to a high deductible, HSA plan" to "It is hoped to move *more employees* to a high deductible, HSA plan", and to strike from the rest of the sentence: "once at least half of the school systems include it in their contracts." Motion carried unanimously, Chairman Clermont and Perry Matchinis abstaining.

Motion: Perry Matchinis, seconded by Ed Adelman, to approve the December 8, 2015 Regular Meeting Minutes with the following correction under Reports/Actions: *Chairman* Cahill to *First Selectman* Cahill. Motion carried unanimously.

Presentations: none.

Reports/Actions

First Selectman: First Selectman Cahill reported that budget requests from Town departments for FY 2016-2017 continue to be submitted. Selectman Grindle asked if there was interest among members for a presentation from an outside agency, such as the Northeast District Department of Health. Members expressed interest; Selectmen Grindle will extend an invitation to the NDDH for a public presentation.

Tax Collector: Chairman Clermont reviewed the report of the Tax Collector, which reported deposits for the month of December totaling \$332,837.02. Year-to-Date, the Town has deposited \$2,421, 912.33, received online payments of \$74,681.31, and refunded \$3,084.29, for a net collection of \$2,496,593.64.

Treasurer: First Selectman Cahill explained a change in services which necessitates the transfer in the Assessor's budget that the Treasurer requested.

Motion: Nick Brown, seconded by Perry Matchinis, to transfer \$1550 from Account #6006-07 Assessor Mapping to Account #6006-11 Assessor Web Hosting. Motion carried unanimously.

Perry Matchinis raised concern regarding the percentage of budgeted amounts spent in certain line items. First Selectman Cahill explained that certain expenses, billed annually, have been paid in full. Mr. Matchinis also questioned the efficiency of collecting fees for certain items, such as transfer station stickers. First Selectman Cahill relayed that he previously proposed that the cost of the transfer station be included in the budget, with stickers issued free-of-charge to residents when their taxes were paid, and suggested that the matter be revisited during budget preparations.

Board of Education: none.

Board of Finance Committees:

HR Committee: none.

Fiscal Policy and Procedures Committee: Nick Brown reported that the committee met with the Auditor, the Treasurer, and the First Selectman to complete review of fiscal policies and procedures and to make recommendations. The Auditor recommends that the Treasurer maintain a compliance binder; the Treasurer is reviewing other recommendations. Mr. Brown also reported \$1200 in savings as one of the services, previously an additional fee, is included in the Auditor's package.

Other: Nick Brown reported that the "Statement of Cash Flow" provided by the Treasurer shows the lowest recorded amount as 1.1 million for the year. He proposed the purchase of a 14 month Certificate of Deposit for a determined amount in a rolling account; the Savings Institute is currently offering a rate of 1.25%. Mr. Matchinis raised the issue of the amount insured. Mr. Brown will obtain information on FDIC regulations and the protection the State provides for municipalities.

Correspondence: none.

Old Business

Report from Central Office Committee: First Selectman Cahill reported that he and Scotland First Selectman Dan Syme forwarded the Auditor's Report to the Attorney General, who declined to evaluate the matter and suggested that the Selectmen contact the State Board of Education and the State Teachers' Retirement Board. No reply has been received as of yet from these agencies. Representative Doug Dubitsky is also involved in resolving the issues. The Auditor for Hampton and Scotland is interested in conducting additional review. Nick Brown noted there are considerable savings in the Auditor line item to cover the costs of further investigation, which First Selectman Cahill is authorized to expend.

New Business

Review Preliminary Budget Requests: First Selectman Cahill predicts that 75% of department budget proposals will be available for next month's meeting. A 10% increase in health insurance is anticipated.

Discuss HR Committee Responsibilities: Ed Adelman questioned the need for an HR Committee as a function of the Board of Finance. First Selectman Cahill stated that the committee's charge, the development of job descriptions, was meant to set perimeters and to eliminate voids in risk management. All job descriptions are complete, with the exception of those for Recording Clerks,

and the First Selectman will contact the various boards, commissions, and agencies for advisement on these. The salary scales can be discussed as the budgets are reviewed.

Appoint New Members to Committees: Perry Matchinis is appointed to the HR Committee to serve with Rick Matejka.

Citizen Comment: none.

Suggestions for Next Agenda

- Preliminary Budget Requests
- Establishment of By-Laws
- Discussion of Alternates
- Scheduling Budget Workshop Sessions

Date, Time and Place of Next Meeting:

Regular Meeting on February 9 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 8:45 p.m.

Respectfully submitted,

Dayna McDermott Arriola
Recording Clerk

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