

Town of Hampton
Board of Finance
Special Meeting
Tuesday, January 8, 2013
7pm
Hampton Town Hall

Meeting Minutes

Call to Order: The meeting was called to order at 7:00pm by Chair Rheo Brouillard.

Members present: Rheo Brouillard, Margaret Haraghey, Penny Newbury, Stan Crawford, Paul Wakely;

alternates present: Dan Meade, Jeff Clermont

Members/alternates absent: Luciann Norton, Thayne Hutchins

Others present: Al Cahill (1st Selectman), Ellen Rodriguez (Treasurer), Bob Grindle (Selectman), HES Board of Education Chair John Burnham, and Board of Finance Recording Clerk Kathi Newcombe, as well as numerous audience members.

Penny moved and Margaret seconded to seat Dan for Luciann; motion passed unanimously.

Approval of Minutes: Margaret moved and Dan seconded to approve the minutes of 12/11/12; motion passed unanimously.

Citizen Comments:

- Jimmy Halloran expressed concern about granting Hampton Board of Education more funds considering the educational outcome.
- Dayna McDermott-Arriola spoke against granting the Hampton Board of Education's request for transfer of funds due to the possible impact on the Minimum Budget Requirement (MBR); she requested that the Board of Finance ask the Board of Education to look for funds in their existing budget.
- Kathy Donahue spoke against the requested transfer of funds to the Hampton Board of Education, citing the state's fiscal crisis, also the possible need to fund greater security at the school; she pointed out that there are empty offices and rooms available for private meetings by the Superintendent (a need previously cited to justify the request); she also noted that the Board of Education found money in past budgets to fund additional items such as retirement incentives, and that the BoE should look in their own budget for the funds for this request.

Presentations

Recreation Commission: Deferred to February meeting at Rec Chair Mark Davis' request.

Youth Sports: A profit-and-loss statement was distributed, but no representative was able to make a presentation at this time; it was noted that a presentation to the Board of Finance was on the agenda for the 1/9/13 meeting of the Youth Sports Committee.

Reports:

- First Selectman:
1st Selectman Al Cahill reported that the work on the alarm system and programmable thermostats, including a monthly monitoring fee, at the Community Center was completed that

day. He also informed the BoF that next month he would be part of the group negotiating health insurance costs, which would be reflected in the upcoming budget.

- **Tax Collector:**
The monthly Tax Collector's reports had been distributed previously to members via email. There were no questions.
- **Treasurer:**
The monthly Treasurer's reported had been distributed previously to members via email. There were no questions. Treasurer Ellen Rodriguez had requested a transfer which is on the agenda under New Business. She also started to set up for the upcoming budget cycle; she noted that with the extension granted, the audit must be completed by the end of the month or the town risks a fine, and she had not heard anything further from the town auditor. She will follow up. After questioning by the Chair, she said that a letter should go out as soon as possible to all departments, boards and entities who receive town funds to submit their budget requests, and asked that the letter be coordinated with her office so that she can include the current year expenditures to date.
- **Board of Education:**
The monthly Elementary School reports had been distributed previously to members via email. There were no questions. Chair John Burnham informed the Board of Finance that the Hampton BoE had formed a Shared Resources Committee with Scotland and Chaplin, and that there would be a brainstorming meeting on January 29th to include local State Representatives and Senators; any and all suggestions for collaboration and increased efficiencies would be considered; the State Officials would be asked what incentives might be forthcoming from the State to encourage collaboration.
- **BoF Committees**
HR Committee: The Committee met on 1/7/13 and developed draft job descriptions in the new format for the Building Official and the Administrative Assistant, which are being distributed to those personnel for input; the Committee is still looking at personnel file policies and procedures and will be meeting on 1/14 to review them with the 1st Selectman, as well as working on updating job descriptions for other personnel.
- **Other:**
Stan gave an update on the coordination problem discussed at the last meeting during the presentations of the PZC and IWWA; he presented a copy of the revised wetlands permit application which has the IWWA Enforcement Official's name and phone number removed, with the new procedure being:
 - Applicant submits application and check to the Town Clerk
 - Wetlands Clerk checks for applications and checks on Tuesdays and Thursdays
 - If any received, Wetlands Clerk notifies Wetlands Enforcement Official and gives check to Treasurer.

Correspondence: None

Old Business:

- **Board of Finance Charter/Bylaws:** Copies of the newly revised bylaws document was distributed to members. Discussion continued around the changes made to align with State Statute wording, and the addition of a Conflict of Interest statement to be signed annually by each member of the BoF. Rheo will continue to fill in the few blanks and will distribute next month with the intention of bringing its adoption to a vote.

- Request for Ordinance Change: The wording of an ordinance change suggestion will be finalized for next month's meeting.
- Annual report: Further Department and Board/Commission report submissions received since the last Board meeting were distributed and reviewed. It was decided that since the Board still had not received the financial statements from the auditor (which must be published in the annual report) Rheo and Kathi would continue to solicit further submissions.

New Business:

- Hampton BoE request for funds from Capital/Non-recurring fund:
Paul Wakely recused himself and left the meeting prior to discussion of this item.
Penny moved and Stan seconded to seat Jeff for Paul; motion passed unanimously.
Hampton BOE Chair John Burnham distributed a document from the State Dept of Education showing that Capital/Non-recurring appropriations are exempt from consideration for the MBR. He explained that a single room currently houses the Superintendent, the Business Coordinator and the servers. A small windowless room has been identified to house the servers; bids solicited to cool the room came in at \$5,735; this would give more space in the original room; bids to divide the room came in at \$4,589. After a suggestion to spend the funds out of the Board of Ed budget, then come back to the Board of Finance for reimbursement, Mr Burnham agreed that it must be determined if that would impact the MBR. It was decided to defer the current request to next month's meeting so that this information can be obtained. Mr Burnham also brought a preliminary estimate of \$9,000-13,000 to address the Federal EPA regulation violation whereby the catch basin from the school parking lot is too close to the well.
- Treasurer transfer request:
Margaret moved and Penny seconded to approve the transfer of \$300 from line #6009-03 Election Training to line #6009-05 Election Cards, Ballots and Maintenance; motion approved unanimously.
- Conflict of Interest Statement: included in Bylaws document

Citizen Comments: None

Suggestions for next Agenda:

- HR Committee
- Presentations from Recreation Commission and Youth Sports Committee
- Board of Education request
- Bylaws approval
- Request for ordinance change
- Annual report update

Set the Date, Time and Place of next meeting: The next regular meeting will be held on Tuesday, February 8th at 7pm in the Town Hall Community Room.

Adjourn: Meeting was adjourned at 8:25pm.

Respectfully submitted,
Kathi Newcombe,
BoF Recording Clerk