Town of Hampton
Board of Finance
Special Meeting
February 10, 2015
7pm
Hampton Town Hall Community Room

Call to Order: The meeting was called to order at 7:01 p.m.

Members Present: Jeff Clermont, Ed Adelman, Dan Meade, Penny Newbury, Rick Matejka, Nick Brown
Alternates Present: Mike Higgins
Members/Alternates Absent: Luciann Norton
Staff and others present: Selectman Bob Grindle, Treasurer Ellen Rodriguez, Substitute Recording Clerk
Dayna McDermott-Arriola, and a resident.

Citizen Comments: none.

Approval of Minutes
Motion: Dan, seconded by Penny, to approve the January 20, 2015 Minutes with the following
amendment: "*Regular* Meeting" to "*Special* Meeting". Motion carried unanimously.

Presentations: none.

Reports/Actions
First Selectman: Selectman Grindle reported that the Selectmen have not as yet received a response from
the Town Attorney on the Board of Finance's request for an opinion on the material difference between
"acceptance" and "approval" of job descriptions.
Tax Collector: none. Chairman Clermont noted that he would request the Tax Collector's presence at the
next Board of Finance meeting.
Treasurer: Ellen reported that the development of the budget continues with four departments reporting
to date. Ellen also clarified that although the Auditor Line, 6012-00, appears overspent, Hampton
Elementary School will reimburse the Town for its portion of the bill. Ellen also requested line item
transfers within two departments: from Community Center Maintenance (6013-17) to Community Center
Alarm (6013-16), and from Road Paving (6201-00) to Road Maintenance (6201-02).
Motion: Penny, seconded by Dan, to approve the transfer of $190.50 from #6013-17 to #6013-16, and the
transfer of $2188.06 from #6201-00 to #6201-02. Motion carried unanimously.
Board of Education: none.
Board of Finance Committees:
    HR Committee: Penny reported that the committee is waiting for a response from departments on the
    job descriptions for the Planning & Zoning/Building Department Clerk and for the Assistant Assessor.
    Fiscal Policy and Procedures Committee: no report.

Correspondence: none.

Old Business
Audit RFP: The final draft of the Audit RFP was distributed. Ellen clarified that the audit reports are
posted to the Town website; Nick will amend the RFP to include website posting of the audit report. Nick
noted the extensive list of firms from which the board will solicit bids. With Rick's suggestion that the
Town website also post an open solicitation of bids, it was agreed that further advertisement would not be
necessary. Nick asked for assistance in printing, addressing, and mailing the RFPs to the firms. The

submission deadline will be April 2 at 6 p.m.; Ellen reports that the decision on the auditor must be made by the last day of May.

Motion: Penny, seconded by Dan, to approve the RFP with noted corrections and send it to the eight listed firms and post it on the Town website. Motion carried unanimously.

Recording Clerk Update:

Chairman Clermont reported that he and First Selectman Al Cahill have reviewed and discussed the applications and are considering the substitute recording secretary for the position. Ed asked if any interviews have been conducted, and Mike suggested that all qualified candidates should be interviewed for the position. Chairman Clermont committed to making a decision as soon as possible.

New Business: none.

Citizen Comment: none.

Suggestions for Next Agenda:
- Discuss additional duties of Administrative Assistant
- Discuss allocation of $5000 surplus from First Selectman's salary line
- Fiscal Policy and Procedures Committee report
- Approval by Board of Selectmen of all job description proposals
- Replacement(s) of Alternate(s)

Date, Time and Place of Next Meeting:

March 10 at 7pm in the Community Room of Town Hall

Adjournment:

There being no further business to come before the Board, the meeting adjourned at 7:23 p.m.

Respectfully submitted,

Dayna McDermott Arriola
Substitute Recording Clerk