

Town of Hampton  
Board of Finance  
Regular Meeting  
May 9, 2017  
7pm  
Hampton Town Hall Community Room

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

Members/Alternates Present: Jeff Clermont, Nick Brown, Perry Matchinis, Mike Higgins, Ed Adelman, Rick Matejka (7:34), David Fowler, Stan Crawford

Staff and Others Present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Town Clerk Leslie Wertam, Tax Collector Harry Baum, Planning and Zoning Commission Chairman Kevin Grindle, and Recording Clerk Dayna McDermott-Arriola.

Rick Matejka designated Stan Crawford to be seated in his absence.

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Perry Matchinis, seconded by Mike Higgins, to approve the Minutes of the April 11, 2017 Regular Meeting. Motion carried 5 – 0, Nick Brown and Ed Adelman abstaining.

**Motion:** Ed Adelman, seconded by Stan Crawford, to approve the Minutes of the April 25, 2017 Special Meeting. Motion carried unanimously.

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

**Town Clerk:** Leslie Wertam explained that most of the Town Clerk's duties are statutorily required and described the costs associated with processing land records. She noted that grant monies have been applied to Record Management, and that the cost of mapping has been reduced due to the use of the recently purchased scanner. She explained that the supplies and the equipment included in the Town Clerk's budget are used by other departments.

**Tax Collector:** Harry Baum explained that most of the Tax Collector's expenses are contractual. He anticipates the expense of a new computer next year. Though he has recently moved to another town, he will complete his term until the November Municipal Election and has developed a system of "team coverage" for the Office with the assistance of the former and current assistant. There was discussion on Stan Crawford's suggestion that the salary of the Tax Collector be reduced if the person elected to the position is not certified. Tax Collector Baum argued against this as certification is attained only after three years of service, and questioned the legality, as did First Selectman Cahill, of changing the salary of an elected, as opposed to an appointed, position. Board members joined Mike Higgins in thanking Mr. Baum for his years of service.

**Planning & Zoning Commission:** Chairman Kevin Grindle explained that salary adjustments were made after the Land Use and Enforcement Officer retired last year in order to separate the two positions. The salary of the Clerk was reduced as well. Ed Adelman asked where the expense of the Plan of Conservation and Development was located. Chairman Grindle said the costs, considerably less because the information is now accessible on line, are included in the line item for Legal and Engineering. Mr. Adelman also asked if the recently purchased scanner was frequently used. Chairman Grindle stated that this equipment has proved invaluable in producing maps and documents. First Selectman Cahill added that the scanner facilitated the archiving of documents.

**Ambulance Corps:** Chairman Clermont reminded members that Chief Ben Brockett is unavailable to appear before the finance board at this time, but will answer questions forwarded to him.

**Reports/Actions**

**First Selectman:** Al Cahill reported that the State Appropriations Committee is planning to meet and present a budget by the end of the week. He also reported that Regional District #11's First Selectmen met with the Commissioner of Education to request additional oversight of the study committees currently researching educational options as there is mutual concern that the committees might not meet the deadlines for completion of recommendations. The Department will provide a tutorial on analyzing data on their website to the members of the committees. The Selectmen of all three towns also met with officials from the Departments of Health and Public Safety to discuss the towns' ambulance coverage.

**Tax Collector:** Chairman Clermont reviewed the Tax Collector's Report, which reported deposits for the month of April of \$16,700.89, and online payments of \$13,965.25, for a total of \$30,666.14. Year-to-Date, the Town has deposited \$3,768,108.52, and received online payments of \$139,148.70, for a total of \$3,907,257.22.

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

**Treasurer:** Ellen Rodriguez reported six requests for transfers.

**Motion:** Nick Brown, seconded by Mike Higgins, to approve the transfer of: \$100 from #6000-07 Selectmen Computer to #6000-06 Selectmen Supplies; \$350 from #6007-03 Town Hall Maintenance to #6007-01 Town Hall Photocopier; \$200 from #6010-00 P & Z Manager/Clerk to #6010-01 P&Z Enforcement Officer; \$350 from #6013-13 Fire Dept Oil to #6013-01 Transfer Station Electricity; \$1163 from #6201-05 Diesel to \$500 to #6201-07 Town Garage Maintenance, \$530 to #6300-00 Sanitation Transfer Station, and \$133 to #6300-06 Sanitation MIDNEROC. Motion carried unanimously.

**Board of Education:** First Selectman Cahill reported that he met with Elementary School Board of Education Chairman Rose Bisson and Superintendent Frank Olah to discuss the allocation of workmen's compensation and facility insurance costs. It was agreed that for FY2017-2018, the current contributions, the Town's 68% and the school's 32%, would remain the same, with the intent of assessing equitable allocations in subsequent years.

**Board of Finance Committees:**

**HR Committee:** none.

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

**Correspondence:** none.

### **Old Business**

**Discuss MBR Shortage:** As discussed, in the absence of approval from the State Department of Education of last year's request for a waiver from the Minimum Budget Requirement, and in order to avoid a penalty, it was decided to restore the shortage with money from the General Fund.

**Motion:** Perry Matchinis, seconded by Nick Brown, to restore \$13,219 to the FY2016-2017 approved budget of the Hampton Elementary School. Motion carried unanimously.

The Recording Clerk will notify officials at the Hampton Elementary School of the restoration of the funds.

**Discuss Town Government Budget:** The total proposal will remove the increase of \$13,219 from the Elementary School Budget. Mike Higgins distributed a chart he developed for future use and discussion illustrating the compensation of municipal employees and elected officials in area towns. First Selectman Cahill noted that CIRMA and CCM also provide documentation on municipal salaries.

**New Business:** none.

**Citizen Comment:** none.

### **Suggestions for Next Agenda:**

A Budget Hearing is scheduled for June 6, 2017 at 7 p.m., followed by a Special Meeting of the Board of Finance to discuss and act on the 2017-2018 Budget.

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

Budget Hearing: June 6, 2017 at 7 pm in the Community Room of Town Hall.

Special Meeting: June 6, 2017 at 7:30 pm in the Community Room of Town Hall.

**Adjournment:**

There being no further business to come before the Board, the meeting adjourned at 8:42 p.m.

Respectfully submitted,

Dayna McDermott Arriola

Recording Clerk

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