

Town of Hampton
Board of Finance
Regular Monthly Meeting
Tuesday, January 14, 2014
7pm
Hampton Town Hall

Meeting Minutes

Call to Order: The meeting was called to order at 7:05pm by Chair Jeff Clermont.

Members present: Ed Adelman, Nick Brown, Jeff Clermont, Rick Matejka, Dan Meade, Penny Newbury.

Alternates present: Luciann Norton, Michael Higgins.

Members/alternates absent: Rheo Brouillard.

Also present: 1st Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Katherine McNair from the auditing firm of O'Connor Davies, Recording Clerk Kathi Newcombe and a few audience members.

Citizen Comments: None.

Approval of Minutes: Dan moved and Ed seconded to approved the minutes of the 11/18/13 meeting.

During discussion, Ed suggested three amendments.

1. Under BoE reports: add "**Hampton is**" just prior to "**ranked 79th.**"
2. Also under BoE reports, Rose Bisson's statement of the Board Attorney's opinion of whether the "**Town would win**" should be "**amount would be increased**"; both Dan and Al asserted that "town would win" is exactly what was stated by Rose Bisson.
3. Under New business: after "**Ed Adelman recused himself as his wife is an employee at the elementary school,**" add "**whose position may be affected by the action on the table.**"

After discussion, motion passed with the minutes approved as amended with suggested items 1 and 3, with Penny abstaining.

Election of Secretary: Jeff asked for nominations after conferring with Penny on whether she would be willing to continue as Board Secretary.

Dan moved and Ed to nominate Penny as Secretary; motion passed unanimously.

Presentation: Katherine McNair from O'Connor Davies, Town Auditor presented the Town of Hampton preliminary audit results for the fiscal year ending June 30, 2013. The Town is in good shape financially. As a result of greater-than-anticipated revenues, both tax payments and revenue from the State, as well as less-than-anticipated expenses, the town's reserve funds stand at about 18% of budget, a level that is very healthy. Also, there were no concerns of note in the town's financial procedures. It is anticipated that the audit is will be finalized in a few weeks.

Reports/Action:

- First Selectman: Al reported that he, along with the First Selectmen of Chaplin and Scotland, signed the previously reported contract with Milone & MacBroom for a study of the school systems; final report is due in spring of 2014. They also signed an application for a regional

collaboration grant to cover the cost of the study. Milone & MacBroom gave their first data collection request from the schools. He along with BoF Chair Jeff Clermont and HES Business Coordinator Sally Lehoux attended a conference on controls, health care reform and different frameworks of government, possible town charters. The Town received \$1,100 from the Hampton Republican Town Committee plus a private donation for the emergency fuel fund; the upcoming HRTC grinder sale will also benefit that fund. He is beginning to put together the budget for 2014-15, and is planning meetings with the Fire Department and Ambulance Corps to determine their needs for the upcoming year. He attended an initial health insurance meeting, and the town is looking at a possible 10% increase health insurance costs in the next budget. The recently completed Revaluation resulted in a 22% drop in equity equating to a \$34,299,330 lower value in real estate.

- Tax Collector:
The monthly Tax Collector's reports had been distributed previously to members via email. Al noted that there would be a tax sale in the next few months. There were no questions.
Penny moved and Dan seconded to approve the Tax Collector report; motion passed unanimously.
- Board of Education (BoE):
The monthly Board of Education reports had been distributed previously to members via email. There were no questions on the reports.
Ed asked if the Teacher contract had been received and was now finalized; Al responded that it had been received and no one challenged it, so that it was now official. Penny felt strongly that the BoF should have a representative at the BoE meetings. Nick asked about having a joint meeting with the BoE. Ed suggested that the BoE has its charge and questioned whether the BoF should be involved in regular meetings of the BoE. Al stated that he always attends, and Nick offered to attend most meetings. Nick will attend the next meeting next Wednesday, Jan 22nd and report back at the next BoF meeting.
- Board of Finance (BoF) Committees
 - HR Committee: Penny said charge of subcommittee was to develop a salary scale; in order to do that, job descriptions had to be developed and other documents had to be reviewed. The job descriptions do not currently include salary scales. If BoF is looking over financial health of town, salaries are a major portion of the town budget, so there can be no penalties via a lawsuit against the town. Jeff stated Luciann reminded the BoF that the suggestion for the HR committee actually came from the Auditor Marcia Marien when she made her presentation in September of 2012. Nick asked why job descriptions were done for elected positions and for unpaid positions. Penny and Dan responded that they did not discriminate between paying and non-paying, elected vs hired positions. Jeff asked how this process was done in other towns; the response was that Brooklyn paid \$110,000 for a consultant to do the job. Ed suggested that it could be used to determine who receives benefits. Bob Grindle stated that the Board of Selectmen(BoS) passed a resolution to have the BoF look into HR functions and was fully in favor of it. Penny suggested that the BoF vote on the job descriptions as they stand now, with the understanding that they will always be a work-in-progress. Bob suggested that a member of the BoS be present at the HR committee meetings, then Al said that he attended most of their meetings. Luci suggested that the job descriptions be resent to BoF members/alternates as well as the BoS for review and return of comments before the next BoF meeting at which time a vote can be taken. At the next meeting it will be decided what the next steps for the HR committee will be.
- Treasurer:

The monthly Treasurer's reports had been distributed previously to members via email. There was an additional \$13,683 received from the State when the HES roof project audit was completed and an additional \$683 in the audit report. Treasurer Rodriguez recommends that the BoF approve applying these excess funds to the principal portion of the School roof loan. **Penny moved and Dan seconded to apply the excess \$14,366 in the school roof account to the principal on the school roof loan; motion passed unanimously.**

Luci questioned the \$24,000 in the other state grants line item. Al commented that the town budget was approved before the state budget, based upon certain assumptions, and the town received more money than it expected from the state once its budget was approved. Luci also asked about assessor's computer support, the auditor line item, community center cleaning, and transfer station fees. The percentage split between Scotland and Hampton for transfer station operation was changed after budget approved from a 45/55 split to a 48/52 split, so that line item may be a little short at the end of the year. Ellen will get back to Luci with clarifications on any outstanding questions.

- Other: None.

Correspondence: None.

Old Business:

- Approval of job descriptions:
Dan moved and Penny seconded to table until the next regular meeting; motion passed unanimously.
- BoF website page update:
Ed is working on a description of the duties of the Board of Finance. A picture of the new Board was taken and will be sent to the Administrative Assistant; the Recording Clerk will also ask that the names of the members be updated.
- Calendar of budget worksessions:
A suggested list of dates had been distributed and was discussed. Nick requested that some of the meetings be changed to Wednesdays so that he can attend his son's Little League's practices/games. There was discussion of availability.
Jeff moved and Penny seconded to schedule the first four budget worksession meetings: 3/4, 3/18, 3/25, 4/1, all Tuesdays; motion passed unanimously.
Ellen asked that the budget process be streamlined this year by having all budget requests go directly to the Treasurer's office; the call for budget requests will be updated to reflect this process.

New Business:

- Ed was concerned about making copies of the numerous documents emailed out monthly. It was decided that the Recording Clerk would make a copy for him at the time the reports are emailed to the Board.
- Michael Higgins asked about the role of the alternate member; Jeff responded that he and Dan as alternates last year attended almost all the meetings and participated in discussions even when they were not seated. Alternates were seated on a rotating basis and all had opportunities to participate. Jeff said he would like to continue that process. Ed asked about the process by which alternates were seated, if it was done by party affiliation; Jeff responded that seating of alternates took place on a rotating basis.

Citizen Comments: None.

Suggestions for Agenda of next monthly meeting (2/11):

- Discussion and approval of Job Descriptions
- BoF Website page changes
- Annual report
- BoS budget draft

Set the Date, Time and Place of next meeting: The next regular meeting will be the regular monthly meeting, to be held at 7pm on Tuesday, February 11th in the Town Hall Community Room.

Adjourn: Meeting was adjourned at 8:47pm.

Respectfully submitted,
Kathi Newcombe,
BoF Recording Clerk