

Town of Hampton
Board of Finance
Regular Monthly Meeting
Tuesday, June 11, 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, Stan Crawford, Margaret Haraghey, Penny Newbury Lucian Norton, Paul Wakely.

Alternates present: Dan Meade, Jeff Clermont.

Members/alternates absent: None.

Others present: 1st Selectman Al Cahill as ex-officio member, Selectman Bob Grindle, Tax Collector Harry Baum, HES Board of Education Chair John Burnham, Building Official John Berard, Recording Clerk Kathi Newcombe and a few audience members.

Approval of Minutes: Margaret moved and Stan seconded to approve the minutes of the 5/14/13 meeting; motion passed unanimously.

Citizen Comments: None

Presentations:

- John Berard, Building Official, was present to discuss financial controls in his office. He shares an assistant with the Zoning Official; this assistant handles the initial contact with the public and helps with the application process. All permits can be applied for consecutively. Checks and cash are accepted and provided to the Treasurer with a spreadsheet showing what the funds are for; the cash and checks are left in an envelope on the Treasurer's desk. If some time elapses from the acceptance of funds and delivery to the Treasurer, it is kept locked in the Building office. The Treasurer double-checks the math on the spreadsheet to assure the total equals the deposit. The permit serves as the applicant's receipt, and a running log is kept in a receipt book of funds received. Sometimes checks and applications are left by applicants with the Town Clerk who puts them in the Building Office for processing the following Thursday evening. The Building Official has final say over the valuation of any project. He has established a standard in the office to guide him in this valuation. The permit fee per thousand dollars of value is set by town meeting, and has changed over time. A zoning fee is also collected and currently tracked separately on the spreadsheet.
Rheo recommended that funds not be left on the Treasurer's desk, that the Building Official should work with the Treasurer to find a more secure location to leave cash and checks.

Reports:

- First Selectman:
1st Selectman Cahill reported that:
 - the Board of Selectmen had voted to create a designated fund for emergency fuel assistance initially funded by the Hampton Republican Town Committee (HRTC) through its Super Bowl grinder sale, and proposed a committee, comprised of the Tax Collector,

a member of the Board of Selectmen, the Agent for the Elderly, a member of the HRTC, and at least one clergy, be set up to determine the disbursement of the funds;

- he met with the president of the Hampton-Chaplin Ambulance Corps (HCAC) and they have to meet regularly to facilitate better communication, and HCAC has agreed to modify their billing procedures;
 - the Wetlands Enforcement Official is requesting a stipend due to low usage of his services, currently billed hourly;
 - the program for seniors and the disabled for reimbursement of transportation costs for medical visits administered by WINCOG ran out of funds at the end of March; this is the first time all the funds have been exhausted in a fiscal year; some of the current claims are outstanding due to the lack of funds; the Seniors Club has agreed to donate \$500 to relieve the shortfall; request is being made for about \$2,100 of unspent funds from the general government budget to allow funding until the end of the fiscal year; any claims for funds received via donations and transfers would be administered by the town instead of WINCOG. Luci suggested that the amount paid per mile be reduced for the 2013-14 fiscal year as Hampton is approved for only an additional \$1,000 in grant funds over the current year; this would minimize the chance of exhausting all the funds and would allow for all applicants to receive some reimbursement. The transfer request will be considered along with the Treasurer's transfer request.
- Tax Collector:
The monthly Tax Collector's reports had been distributed previously to members via email. There were no questions. Tax Collector Harry Baum noted that collections were ahead of budget, and that no tax sales are scheduled at this point in time.
 - Treasurer:
The monthly Treasurer's reported had been distributed previously to members via email. There were no questions.
 - Transfer request: **Margaret moved and Paul seconded to make the following transfers:**
 - \$2,100 from line# 7000 Contingency to # 6405 Volunteer Transportation to satisfy the above request, and
 - \$1,726 from line# 6201 Gasoline to # 6201-05 Diesel,
 - \$114 from line# 6009-01 Election / Registrars Pay to # 6009-06 Election HAVA Expenses,
 - \$130 from line# 6013-08 Town Garage Oil to # 6013-02 Transfer Station Telephone,
 - \$410 from line# 6013-08 Town Garage Oil to #6013-05 Town Hall Cable,
 - \$390 from line# 6013-08 Town Garage Oil to #6013-06 Town Hall Telephone,
 - \$246 from line# 6013-08 Town Garage Oil to #6013-11 Community Center Oil,
 - \$25 from line# 6013-16 Community Center Alarm to # 6013-14 Community Center Water,
 - \$2,414 from line# 6201-03 Road Maintenance Payroll / OT to # 6015 Health Insurance, all to cover cost over-runs.

Motion passed unanimously.

It was noted that transfer station phone service would be discontinued at the end of June, since the phone is not used with all personnel having cell phones.

Treasurer Rodriguez informed the Board via email that other transfers would likely be needed at the end of the fiscal year.

- **Board of Education:** HES BoE Chair John Burnham reported that the Board has a meeting scheduled for Thursday, the 13th, at which time decisions would be made about the defeated budget. He reported that Superintendent Graseck had determined with information from the State Department of Education that the Minimum Budget Requirement could not be reduced for census decrease because the census townwide had actually increased by 6.9 students, nor for reduction in number of buses because the savings would not benefit more than one district. The Board may be adjusting the budget but not necessarily the bottom line. The BoE has scheduled a forum for June 18th at 7pm at the school to discuss the future of elementary education in Hampton.
Rheo reported that he had spoken with Kevin Chambers at the State Department of Education and confirmed BoE Chair Burnham's statements, except that he was told the townwide school census had increased by 5 students.
BoE Chair Burnham also reported that the Board would begin the negotiations process shortly with the certified staff union, and suggested a joint meeting of the Boards of Selectmen, Finance and Education take place before negotiations begin.
The monthly Board of Education reports had been distributed previously to members via email. There were no questions.
- **Board of Finance Committees**
 - **HR Committee:** Penny reported that the committee had resumed meeting and reviewing job descriptions, and was trying to complete the job descriptions of elected positions as their first priority, in light of the upcoming municipal election process.
- **Other:** None.

Correspondence: Al reported that the auditors would be starting their review process in the coming months.

Old Business:

- **Ordinance Change:** Rheo forwarded the proposed changes to the town attorney for comment and review.
- The State budget has been approved and the town is receiving about \$72,000 more from the State than anticipated. The Board discussed various options for setting the mil rate and satisfying the revenue shortfall in the 2013-14 budget: to take the entire shortfall (now \$49,000 instead of \$120,000 and anticipating a small surplus from the current year's budget) from the general fund reserves, to increase the mil rate by only .3 mil to satisfy the shortfall, or to keep the .8 mil increase in anticipation that there could be a significant increase in the following year's budget process due to revaluation (expected to decrease property values and the grand list value, thereby increasing the mil rate) and the uncertainty of how much funds will be received from the State next year. The general consensus at this time was to keep the .8 mil increase.

New Business: None.

Citizen Comments: None.

Suggestions for Agenda of next monthly meeting:

- Zoning Dept presentation

Set the Date, Time and Place of next meeting: The next meeting will be a special meeting and public hearing, to be held at 7pm on Monday, June 17th in the Town Hall Conference Room, to hear public input and discuss any changes needed to the school budget. The next regular monthly meeting will be held on Tuesday, July 9th at 7pm in the Town Hall Community Room.

Adjourn: Meeting was adjourned at 8:23pm.

Respectfully submitted,
Kathi Newcombe,
BoF Recording Clerk