

Town of Hampton
Board of Finance
Regular Monthly Meeting
Tuesday, July 8, 2014
7pm
Hampton Town Hall

Meeting Minutes

Call to Order: The meeting was called to order at 7:01pm by Vice Chair Nick Brown.

Members present: Ed Adelman, Nick Brown, Rick Matejka.

Alternates present: Mike Higgins.

Members/alternates absent: Jeff Clermont, Dan Meade, Penny Newbury, Luciann Norton, Rheo Brouillard.

Mike was seated for Jeff.

Also present: Selectman Bob Grindle, Treasurer Ellen Rodriguez, Recording Clerk Kathi Newcombe and a few audience members.

Citizen Comments: None.

Approval of Minutes: Deferred to next meeting as so few members were present.

Presentations: None.

Reports/Action:

- 1st Selectman: Bob Grindle spoke on behalf of the Board of Selectmen (BoS) who have been approached by the Green Energy Committee requesting that line item 6016-01 Solar Energy be used for upgrading the outside lighting at Hampton Elementary School, similar to the lighting now in place at Town Hall, and that the line item be renamed Solar/energy efficiency in light of the anticipated expanded use, not only at the school but town-wide. The new lighting would be a dark-sky approved system. The BoS is in agreement with this request.
Rick asked about the anticipated gain in savings; Ellen reported that the annual electricity bill at Town Hall has dropped to about \$5,500 from about \$9,200 since the new LED lighting was put into place.
Ed asked if the name change would negatively impact the town's eligibility for solar energy grants; Bob responded that regardless of the name of the line item, as long as the town funds the solar projects and qualifies in every other way, the eligibility should not be impacted.
Mike asked how much was currently in the line item; Ellen responded \$8,000; he then asked how much the project would cost and was informed that there was no bid yet on the project as Green Energy wanted to receive approval from both boards first.
Rick moved, and Mike seconded to rename the 6016-01 line item Solar & Energy Efficiency; motion passed unanimously.
- Tax Collector:
The monthly Tax Collector's reports had been distributed previously to members via email.

There were no questions.

- Treasurer:

- Transfers:

Treasurer Ellen Rodriguez had requested a number of transfer requests for closing out the 2013-14 fiscal year.

Nick asked about Road Maintenance line being exceeded.

Rick asked if all the transfers were needed because of going over budget; Ellen responded that the overall budget was not being exceeded, only the line items in question.

Ed moved and Rick seconded to approve the following transfers:

**\$140 from line #6001-03 Tax Collector Equipment to line #6001-04 Tax Collector Mileage;
\$134.72 from line #6001-03 Tax Collector Equipment to line #6001-11 Tax Collector Expenses;
\$129.99 from line #6006-05 Assessor Prof Expense to line #6006-10 Assessor Office Supplies;
\$28.37 from line #6009-03 Election Training to line #6009-04 Election Postage and Supplies;
\$72.17 from line #6009-03 Election Training to line #6009-06 Election HAVA;
\$5.65 from line #6009-03 Election Training to line #6009-07 Election Canvass;
\$835.76 from line #6009-01 Election Registrar to line #6009-05 Election Cards, Ballots, Maint;
\$27.35 from line #6013-01 Transfer Station Electric to line #6013-05 Town Hall Cable;
\$125 from line #6013-19 Community Center Elevator to line #6013-14 Community Center Water;
\$144.58 from line #6013-12 Street Light to line #6013-17 Community Cener Supplies;
\$108 from line #6201-00 Road Paving to line #6207 Signs;
\$1,750 from line #6006-07 Assessor Mapping to line #6201-01 Road Maintenance;
\$1,200 from line #6006-11 Assessor Web Hosting to line #6201-01 Road Maintenance;
\$5,723.71 from line #6016-02 Public Education Green Energy to line #6201-01 Road Maintenance;
\$2,069.67 from line #6012-02 Road Maintenance – Payroll to line #6201-05 Diesel;
\$3,514.24 from line #6200 Social Security Town Share to line #6201-05 Diesel;
\$1,256 from line #6003-02 Town Clerk Land Records to line #6003-10 Town Clerk Legal Notices;
\$58 from line #6011-00 Inland Wetlands Clerk to line #6011-04 Inland Wetlands DEEP fees;
\$120 from line #6013-07 Town Garage Electric to line #6013-05 Town Hall Cable;
\$1900 from #6001-05 Tax Collector Refund Taxes to line #6201-01 Road Maintenance;
\$541 from line #6300-03 Sanitation Tipping Fees to line #6300-00 Sanitation – Transfer Station
\$948 from line #6300-01 Sanitation Payroll to line #6300-04 Sanitation Trucking;**

motion passed unanimously.

Ellen reported that the auditors will be coming August 11th.

Nick asked if Ellen was totally prepared for the audit; Ellen responded that she was.

- The monthly Treasurer's reports had been distributed previously to members via email. There were no other questions.

- 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.

- Board of Finance (BoF) Committees

- HR Committee: no report.

- Other: None.

Correspondence: A packet was received from the auditor and will be passed on to Jeff.

Old Business:

- HR Committee – appointment of members: Rick volunteered to serve on this Committee.

- Fiscal Policy & Procedures Committee – charge and appointment of members: Nick volunteered to serve on this Committee; further action was deferred to the next meeting.

New Business: Nick mentioned that after the audit process had been completed, an RFP can be developed for future audits. Jeff has approved asking the HES personnel to make a presentation on various cash-handling and showing how their procedures satisfy internal controls, hopefully at the next regular meeting; an email has been sent to the new interim Superintendent.

Citizen Comments: None.

Suggestions for Agenda of next meeting: Fiscal Policies and Procedures committee/discussion, HR Committee, audit RFP.

Set the Date, Time and Place of next meeting: The next regular meeting will take place on Tuesday, August 12th, at 7:00pm.

Adjourn: Meeting was adjourned at 7:17pm.

Respectfully submitted,
Kathi Newcombe,
BoF Recording Clerk