

Town of Hampton
Board of Finance
Regular Monthly Meeting
Tuesday, July 9, 2013
7pm
Hampton Town Hall

Meeting Minutes

Call to Order: The meeting was called to order at 7:02pm by Chair Rheo Brouillard.

Members present: Rheo Brouillard, Stan Crawford, Margaret Haraghey, Penny Newbury, Luciann 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, Treasurer Ellen Rodriguez, HES Board of Education members John Burnham, Rose Bisson, Maryellen Donnelly, & Carol Misak, Recording Clerk Kathi Newcombe and a few audience members.

Approval of Minutes: Margaret moved and Penny seconded to approve the minutes of the 6/11/13 meeting and the 6/17/13 public hearing and meeting; motion passed unanimously.

Citizen Comments: None

Presentations: The Zoning Official, Martha Fraenkel was not present but had been in touch with Rheo and arrangements were being made for the Building/Zoning Office Manager Lesley Davis to attend the September meeting to discuss internal controls and procedures for handling payments in the land use office.

Reports:

- **First Selectman:**
1st Selectman Cahill reported that the Board of Selectmen would be holding a special meeting on Thursday, July 11th, to set the date for a town meeting, targeted for the following Thursday, July 18th at 7:30 in the Community Room at Town Hall, and a referendum, targeted for July 30th or 31st, on the school budget.
- **Tax Collector:**
The monthly Tax Collector's reports had been distributed previously to members via email. Rheo noted that the town had received \$3,726,000 which was \$47,000 more than the previous year, equating to a more than 100% collection rate. There were no questions.
- **Treasurer:**
The monthly Treasurer's reported had been distributed previously to members via email. There were no questions. Treasurer Rodriguez noted that more transfers will be needed since bills for the 2012-13 are still coming in. She confirmed with the auditor that it was appropriate to modify the revenue figures from the State now that the State budget had been finalized; Hampton will be receiving \$3,000 less than anticipated and with the new HES BoE figures, the budget shortfall will be about \$83,000, equating to .53 mils.

- Transfer request: **Margaret moved and Penny seconded to authorize the following transfers:**
\$121.16 from # 6001-02 Tax Collector Assistant to # 6001-04 Tax Collector Mileage,
\$1089.90 from # 6009-01 Election / Registrars Pay to # 6009-02 Election/ Other Workers Pay,
\$15.71 from # 6010-02 P & Z Legal Notices to # 6010-03 P & Z Mileage,
\$309.66 from # 6013-03 Town Hall Electric to # 6013-11 Community Center Oil,
\$18.61 from # 6013-03 Town Hall Electric to # 6013-12 Street Light,
\$75.00 from # 6013-03 Town Hall Electric to # 6013-14 Community Center Water, and
\$3,333.38 from # 6201-02 Road Maintenance payroll to # 6201-05 Diesel.
Motion carried unanimously.
- Board of Education:
 The monthly Board of Education reports had been distributed previously to members via email. There were no questions on the reports.
 HES BoE Chair John Burnham reported that the BoE had cut \$41,109 instead of the \$34,600 directed by the Board of Finance, from their 2013-14 budget. Many of the line item changes to the budget also reflect the reclassification of certain personnel working at the school as contractors to employees, and the addition of Social Security and Medicare benefits for those personnel, as a result of the IRS audit.
 Margaret asked why there was no reduction in the executive secretary salary line, now that long-time employee Diane Becker had retired; BoE Chair Burnham responded that the BoE needed to keep that amount in the budget in case an applicant with much experience was hired. Penny asked if the difference in the amount budgeted and the amount actually paid to the employee would be returned to the town; BoE Chair Burnham responded that it would not, and noted that the position was a year-round position.
 BoE member Rose Bisson noted that reclassifications of the personnel were costing more because of the addition of Social Security and Medicare.
 BoE Chair Burnham noted that reductions to the budget included oil, insurance, cafeteria and salaries to compensate for insurance cost share.
 Margaret said that she felt the statement at the bottom of the budget document about the MBR was misleading; BoE Chair Burnham stated that it was accurate.
 Stan questioned why the reclassification numbers did not seem to add up, that the amounts deducted from the O/T, P/T and psychologist line items don't agree with the difference in the salary line since the previous budget; BoE Chair Burnham said he would ask the Superintendent for a more detailed explanation.
- Board of Finance Committees
 - HR Committee: Penny reported that the committee had turned over a group of job descriptions to the Board of Selectmen for auditor review, and said the committee was focusing on elected positions in light of the upcoming municipal elections. The committee is currently working on Laborer, 1st Selectman, Town Clerk, Selectman, and Board of Finance member. The committee's next meeting is Thursday, July 11th.
- Other: None.

Correspondence: None.

Old Business:

- Ordinance Change: Rheo reported that the town attorney said there is no statutory authority for the Board of Finance to remove one of its members and presented the attorney's suggestion

for wording. Margaret expressed concern that with the current wording, someone who is only a per-diem employee would be excluded from running for BoF. Discussion continued over whether an exception should be made for per-diem employees. Rheo will confer with the attorney on alternate wording.

- Other: Rheo distributed the auditor questionnaire to those members/alternates not present at the joint meeting of the BoS, BoE and BoF.

New Business: Letters will be sent to Town Departments and Boards/Commissions requesting submissions for the 2012-13 annual report.

Citizen Comments: Maryellen Donnelly feels that no one receiving a paycheck from the town should serve on the BoF, and questioned what an “official” actually meant; the response was someone who holds an elected or salaried position. John Burnham suggested that a dollar limit could be placed on the compensation received from the town. Ellen Rodriguez suggested checking with other towns which may have wording pertaining to compensation received by Board of Finance members.

Suggestions for Agenda of next monthly meeting: no presentations until September.

Set the Date, Time and Place of next meeting: The next meeting will be the regular monthly meeting, to be held at 7pm on Tuesday, August 13th in the Town Hall Community Room.

Adjourn: Meeting was adjourned at 7:47pm.

Respectfully submitted,
Kathi Newcombe,
BoF Recording Clerk