

TOWN OF HAMPTON
Board of Finance
Special Meeting
Tuesday August 7, 2012
7:00 PM
Hampton Town Hall
MINUTES

Call to Order : The meeting was called to order at 7:00PM by Chair Rheo Brouillard. Other members present: Margaret Haraghy, Luciann Norton, Penny Newbury, Paul Wakely, and Stan Crawford. Also present were First Selectman Allan Cahill, Alternates Thane Hutchins, Dan Meade and Jeff Clermont. Audience members included Selectman Robert Grindle and Representatives from the Hampton Board of Education. .

Approval of Minutes of Special Meeting of June 28, 2012 and Special Joint BoF/BoS Meeting of July 16, 2012: **Motion made to approve (Haraghy/Norton)** with correction to title of "July 16" as opposed to "August 16." carried unanimously.

Written Communications

Allan Cahill presented the following:

- a letter from OPM referencing the lack of corrective action plan addressing the deficiencies in the 2011/12 audit.
- budget transfer requests. **Motion was made (Haraghy/Crawford)** to table discussion and action on transfers until more information was obtained regarding the correct process for both end-of-year transfers and transfers of over \$20,000 within cost centers. Approved unanimously.

Motion made (Haraghy/Crawford) that the presentation by Dick Weingart, Chair of the Chaplin Board of Finance, be later on the agenda after the Tax Collector's report and the discussion of the referendum and BoE budget; approved unanimously and with consent of Mr Weingart.

Report of the Tax Collector: Members received report; no action taken.

Discussion of result of Budget referendum and BoE revised budget: There was no discussion regarding the Town budget. Discussion revolved around the BoE revised budget and the implications of the Minimum Budget Requirement (MBR) on a Town's ability to lower its costs. The Chair of the BoS, Superintendent, and Office Assistant were present to answer questions from the Board and members of the audience. 15 lines of the budget had been changed since its defeat, according to the Superintendent, although the bottom line remained the same at \$2,256,188. The BoE agreed to provide a monthly balance sheet to the BoF and attend regular meetings as requested.

A motion was made to accept the budget in order for it to proceed to Town meeting (Wakely.Norton). Motion carried unanimously.

Presentation by Chaplin Board of Finance (Dick Weingart, Chair, and Andrew Daniels, Vice Chair): The Chaplin BoF gave an overview of their Board, its evolution, and outlined some of the responsibilities of a BoF, making suggestions regarding bylaws, communications, outside trainings/resources, and the annual Audit and Report, etc. They provided information on responsibilities of elected officials versus hired employees with regard to duties and attendance. Discussed importance of having BoF liaisons with various town departments including the BoE.

Hiring a Recording Secretary was discussed. The BoF has a budget of \$5,000. An advertisement for this position has been on the Town website for approximately 4 weeks. One person has submitted a cv. P. Newbury will meet with the applicant; in the meantime A. Cahill will locate the job description and find out the salary of the other Town recording secretaries, and Newbury will revise the on-line advertisement to include the salary and specific duties/hours per week of the position.

Audience for Citizens

Gay Wagner: conflicting state statutes regarding fines/sanctions for education budgets

Kathleen Newcomb: Recommendations for BoE budget including transportation cost re-assignment and use of capital non-recurring fund

Kathy Donahue: submitted hard copies of ED001 documents that had been emailed to BoF members

Dick Weingart: BoF should start to think about developing mechanism for uniform salary increases and pay scale for both hired and elected officials

The Chair thanked everyone for their participation and recommended that the BoF work on the Annual Report, find out about bonding and debt service, look into a 2-year budget plan idea for capital non-recurring costs, and suggested that the Auditor be invited to the next meeting to provide an overview of its services.

There being no further business, **the meeting was adjourned (Haraghy/Newbury)** at 9:35pm.

Next meeting: Tuesday September 4, 2012, 7:00pm.

Respectfully Submitted,
Penny Newbury
Secretary