

Town of Hampton  
Board of Finance  
Regular Meeting  
September 9, 2014  
7pm  
Hampton Town Hall Community Room

**Call to Order:** The meeting was called to order at 7:05 p.m.

Members Present: Jeff Clermont, Nick Brown, Ed Adelman, Dan Meade

Alternates Present: Mike Higgins

Members/Absent: Penny Newbury, Rick Matejka, Luciann Norton, RheoBrouillard

Staff and others present: First Selectman Al Cahill, Selectman Bob Grindle, Treasurer Ellen Rodriguez, Substitute Recording ClerkDayna McDermott-Arriola, and a resident.

Chairman Clermont seated Mike Higgins.

**Citizen Comments:** none.

**Approval of Minutes**

**Motion:** Dan, seconded by Ed, to approve the August 19, 2014 Minutes as presented. Motion carried unanimously.

**Presentations:** none.

**Reports/Actions:**

**First Selectman:** First Selectman Al Cahill reported that the contract for the Dark Light Project at the Elementary School, which the Finance Board voted to fund last month, has been signed. Al also announced that there will be a Town Meeting on September 17 at 7pm at the Community Center to discuss and act on the purchase of development rights for Bittersweet Farm, a 46 acre agricultural property on Hammond Hill appraised at \$115,000. If approved, the Town would contribute \$28,750 from the Open Space Acquisition Account for the purchase, and the State would contribute the remaining \$86,250. Al also reported that the Selectmen are discussing the sale of small parcels of land, acquired by the town through default or tax auction, to contiguous land owners. Al listed the parcels, which he labeled “non-performing assets”, located on Kimball Hill, Hammond Hill, and Fisk Road.

**Tax Collector:** Jeff read the Tax Collector’s Report for the month of August, 2014, which reported a total of \$1,189,536.30 in monthly proceeds, bringing the Year to Date collection to \$1,818,246.32, approximately 50% of the fiscal year’s revenue; and announced that credit cards are now accepted for current and delinquent payments, and that credit card processing errors totaling \$2,561.03 have been reviewed with the Assessor.

**Treasurer:** Ellen requested, due to a billing error and an under-budgeted item in the Assessor’s Office, that \$400 be transferred from the Assessor’s Professional Expense line to the Assessor’s Computer Support line.

**Motion:** Nick, seconded by Mike, to transfer \$400 from item 6605 to item 6606. Motion carried unanimously.

**Board of Education:** none.

**Board of Finance Committees:**

**HR Committee:** Penny had reported that the committee will meet next month.

**Fiscal Policy and Procedures Committee:** Members scheduled a meeting for September 25 at 7pm at a location to be determined.

**Correspondence:** Jeff, reporting on correspondence from the State of Connecticut Office of Policy and Management, read the following excerpt:

*This letter is to bring to your attention that in our review of the June 30, 2013 State Single Audit Report, the review identified certain findings repeated from the prior year's report or earlier reports which remain uncorrected. Repeated findings indicate that no corrective action has taken place and that the corrective action plan submitted previously has not been implemented or there has only been a partial implementation of the corrective action plan. Although we are aware that there may be occasions when an audit finding requires additional time to be fully corrected, we do expect the finding to be corrected in a timely manner. Corrective action plans should be monitored (we suggest at least on a quarterly basis) until the corrective action has been fully implemented and the audit findings have been fully resolved.*

Al reported that most small towns receive similar reports from OPM. Ellen added that the several findings over several years have lessened to this material weakness, explaining that though Town departments had developed procedure manuals, there is no plan to monitor whether or not the procedures are followed. To answer Nick's question, both Ellen and Al confirmed that it would be the Finance Board's responsibility to provide that layer of supervision. To answer Ed's question on the progress of the corrective action, Jeff said that there is currently only an outline of a plan which requires further development prior to implementation, explaining that the focus of both the newly appointed Finance Board, and the newly elected Finance Board, has been budgets.

**Old Business:**

**Audit RFP:** Nick reported that he needs to merge the documents he has received and will prepare a draft version for the next meeting for Finance Board members to review.

**New Business:** none.

**Citizen Comment:** none.

**Suggestions for Next Agenda:**

- Discuss Draft of Audit RFP
- Review Response to OPM Correspondence from Chairman

**Date, Time and Place of Next Meeting:**

October 14 at 7pm in the Community Room of Town Hall

**Adjournment:**

There being no further business to come before the Board, the meeting adjourned at 7:22 p.m.

Respectfully submitted,

Dayna McDermott Arriola  
Substitute Recording Clerk