

Town of Hampton
Board of Finance
By-Laws Committee Meeting
Thursday, September 12, 2019
4PM
Town Hall Conference Room

Minutes

1. **Call to Order:** Perry Matchinis called the meeting to order at 4:12PM.
Members present: Perry Matchinis, Ed Adelman, Kathi Newcombe
Others present: First Selectman Al Cahill, Dayna McDermott-Arriola, Recording Clerk
2. **Citizen Comments:** none.
3. **Review and Approval of September 4, 2019 Committee Meeting Minutes:**
Motion: Kathi Newcombe, seconded by Ed Adelman, to approve the Minutes of the September 4 Committee Meeting. Motion carried unanimously.
4. **Continue Review and Revision of Existing Board of Finance By-Laws:**
Kathi Newcombe distributed the latest version of the by-laws with the revisions approved by the committee. The following items were reviewed, discussed and amended:

As to the section Eligibility to Serve on the Board of Finance Perry Matchinis volunteered to seek advice from the Town Attorney on the definition of “municipal employee”.

The section on Officers and Staff was amended as follows: “Such election shall be held at the first meeting of the Board after the terms of newly elected members become effective, *and such officers shall serve until the next municipal election.* In the event that the Board is unable to elect the Chair or the Clerk, the *Board of Selectmen, or executive authority of the Town,* shall choose such officers from the membership of the Board”....”If a vacancy occurs in any Office, the board shall elect a member to fill such vacancy *until the next municipal election...*”

The following items were added to the section on Responsibilities of the Chair:

- Facilitate correspondences and communications with the Board of Finance
- Serve as spokesperson and point of contact for the Board of Finance

Under the section on Fiscal Year, replace “The town and each entity receiving funds from the Town shall comply with the provisions of the General Statutes applicable to municipalities” with “*The fiscal year of each department and of each fund of each municipality shall be the same as that of the municipality*” in accordance with CGS 7-382(a).

Under the section on Seating of Alternates eliminate “in rotation”.

The section on Statutory Timelines was amended as follows:

- “*The Board of Finance shall schedule a Public Hearing to present and answer questions on the budget for not less than two weeks prior to the Annual Town Meeting...*”

- “Any budgetary question adjourned to referendum at the Annual Town Meeting shall be scheduled for not more than fourteen days after the Town meeting...”

It was agreed to place under the section on Meetings, “Regular Meetings”, “Special Meetings”, “Emergency Meetings”, and the section on “Public Hearings.”

Under the section on Policies and Procedures, Perry Matchinis volunteered to ask the Auditor for the statutory reference.

Under the section on Penalties, it was agreed to add the statutory reference to “Any and every payment made in violation of the provisions of...”

Under the section on Approval of Legislative Body Required eliminate the word “approval” from “Town meeting approval is required for the following”

Under Effective Date/Amendments replace the word “published” with: ...”notice and details of the proposed amendment were *distributed for review* at least 30 days in advance of the vote.

Review Specific Sections of Roberts Rules: tabled.

5. **Citizen Comments:** None.
6. **Suggestions for Agenda Items for Next Meeting:**
Review Roberts Rules of Orders Chapter XX Section 61 & Chapter XII Section 43
Review Responses from the Town Attorney and Town Auditor and Amend By-Laws Accordingly
7. **Set Location, Date and Time of Next Meeting:** September 20, 2019 at 3PM in Conference Room at Town Hall
8. **Adjourn:** The Meeting adjourned at 5:39PM.

Respectfully submitted,
Dayna McDermott Arriola