

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

Minutes

1. **Call to Order:** Perry Matchinis called the meeting to order at 4:15PM.
Members present: Perry Matchinis, Ed Adelman, Kathi Newcombe
Others present: Dayna McDermott-Arriola, Recording Clerk
2. **Citizen Comments:** none.
3. **Review and Approval of August 21 Committee Meeting Minutes:**
Motion: Kathi Newcombe, seconded by Perry Matchinis, to approve the Minutes of the August 21 Committee Meeting as amended under Conflicts of Interest: "...it was agreed that such a remedy *would need to be added to* the ordinance and referenced in the by-laws." Motion carried unanimously. Ed Adelman stated his position that it is the responsibility of individuals, not other members, to determine whether or not they should recuse themselves from a vote due to a conflict of interest.
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 and discussed:

Under the section on Policies and Procedures, Kathi Newcombe reported that she could not find a statutory reference for the Board of Finance's authority to "amend policies and procedures designed to enhance the financial record keeping and system of internal controls within the Town." Perry Matchinis will continue to search for the statute.

It was agreed to add a section immediately following the section stating the Purpose titled Eligibility to Serve on the Board of Finance to include CGS7-421 and CGS9-210. The Board of Finance will seek advice from the Town Attorney on the definition of "municipal employee".

There is no longer a need to seek legal advice on the seating of alternates when a conflict of interest arises as CGS 7-340a stipulates that the same method is applied as when seating an alternate for a meeting.

Under the section on Budgets it was agreed to add: "The Hampton Elementary School Board of Education must submit its budget request to the Board of Finance in accordance with CGS10-222." It was also agreed to reference CGS10-153, which permits members of the Board of Finance to participate in negotiations with the local and regional Boards of Education.

It was also agreed to include as an independent item Agreements with the Board of Education for Non-Educational Services and to reference CGS10-248b.

It was agreed to insert the section on Statutory Timelines beneath the sections on Budgets and Public Hearings and to include the deadlines for making changes to the Board of Education budget.

Under Setting the Mill Rate, the word “shall” to replace “will”; under Budgets, insert “...appoints a sub-committee during the *annual* budget cycle...”

Kathi Newcombe suggested that the section titled Purpose should state the purpose of the by-laws, instead of the purpose of the Board of Finance. Perry Matchinis suggested that the language used in the “Handbook for Connecticut Boards of Finance” be used: “The Board of Finance shall adopt by-laws and procedures as it deems necessary to promote the efficient management of its business.” Perry Matchinis also suggested the possibility of creating a Preamble or an Introduction to explain the role of the Board of Finance.

Under the section on Officers and Staff, it was agreed to add “The Responsibilities of Chair *shall include but not be limited to:*”

It was suggested that the draft version of the By-Laws be made available to members at the September 10 Meeting so that they can begin their review.

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
Final Review
7. **Set Location, Date and Time of Next Meeting:** September 12, 2019 at 4PM in Conference Room at Town Hall
8. **Adjourn:** The Meeting adjourned at 5:50PM.

Respectfully submitted,
Dayna McDermott Arriola