

Town of Hampton
Board of Finance
By-Laws Committee Meeting
Thursday, October 3, 2019
4PM
Town Hall Conference Room

Minutes

1. **Call to Order:** Perry Matchinis called the meeting to order at 4:10PM.
Members present: Perry Matchinis, Ed Adelman, Kathi Newcombe
Others present: Dayna McDermott-Arriola, Recording Clerk
2. **Citizen Comments:** none.
3. **Review and Approval of September 20, 2019 Committee Meeting Minutes:**
Motion: Kathi Newcombe, seconded by Ed Adelman, to approve the Minutes of the September 20 Committee Meeting. Motion carried unanimously.
4. **Review Responses of the Town Attorney and Auditor:**
Perry Matchinis reported that the Town Attorney's response to the question on the board's statutory responsibility to "establish and amend policies and procedures designed to enhance the financial record keeping and system of internal controls within the Town," is that this is not the Board of Finance's responsibility. Based on this, it was decided to remove the section on Policies and Procedures.

Review Specific Sections of Roberts Rules:

Perry Matchinis read the sections on "Debate" from Roberts Rules of Order. Under the section Officers and Staff, the following item was added to the section on Responsibilities of the Chair:

- Ensure decorum during Meetings.

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:

The section on Meetings was revised as follows:

1. Regular Meetings: Regular meetings shall be held at least monthly and are open to the public. Proper notice of the regular meetings of the Board of Finance will be posted at least 24 hours prior to the meeting in accordance with Connecticut General Statutes Section 1-225c. The Board of Finance shall establish an annual calendar of regular meetings at the November meeting.
2. Public Hearings: The Board of Finance shall schedule an Annual Public Hearing and other Public Hearings as necessary in accordance with Connecticut General Statute Section 7-344, as stated in the section on Statutory Timelines.
3. Special Meetings: The Board of Finance may hold special meetings as may be advisable, which shall be noticed at least 24 hours prior to the meeting as required by Connecticut General Statutes Section 1-225d.

4. Emergency Meetings: Emergency meetings of the Board shall follow the procedures for such specified in Connecticut General Statutes Sections 1-225(d) and (g) and 7-342.

The section on Public Hearings was removed as the information is included under the section on Meetings.

The document will be labeled "Final Draft" and presented to the Finance Board at the October 8 Meeting.

The Date of the Board's adoption of the By-Laws and the Date the By-Laws are filed with the Town Clerk will be included in the final draft.

5. **Citizen Comments**: None.
6. **Suggestions for Agenda Items for Next Meeting**: None.
7. **Set Location, Date and Time of Next Meeting**: None.
8. **Adjourn**: The Meeting adjourned at 4:54PM.

Respectfully submitted,
Dayna McDermott Arriola