

Town of Hampton
Board of Finance
By-Laws Committee Meeting
Wednesday, August 21, 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: First Selectman Al Cahill (4:50), Dayna McDermott-Arriola, Recording Clerk
2. **Citizen Comments:** none.
3. **Review and Approval of August 15 Committee Meeting Minutes:**
Motion: Kathi Newcombe, seconded by Ed Adelman, to approve the Minutes of the August 15 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. Members reviewed and agreed to the following recommendations:

to specify “Town of Hampton” whenever the word “ordinance” is referenced

to include under the section on Committees: “The Board of Finance may create, appoint, and charge sub-committees as needed, which may include *those qualified to vote in the Town of Hampton on budgetary matters* as well as members of the Board of Finance.”

to add under the section on Budgets “The Board of Finance shall make a formal request of financial information from all town and district agencies/*departments...*” and “...that the Board of Finance develop an annual schedule for *town and district agency/department requests and presentations...*”

to delete from the section on Meetings the last line (“The Board of Finance will also hold public hearings...7-344”)

to delete “Annual Budget Meeting/Referendums” and replace with “Public Hearings” and include: The Board of Finance shall schedule an annual public hearing and other public hearings as necessary in accordance with Connecticut General Statutes Section 7-344.

A timeline will be developed for this section to include deadlines for noticing and holding public hearings, the annual town meeting, and referenda.

to delete under Transfers: “Upon request of the Board of Selectmen”

to include statutory reference under the section on Policies and Procedures

to include under Penalties: “per Connecticut General Statute 7-349.” Kathi Newcombe also included the statutory references for the Transfers and Audit sections.

to replace “When a Town Meeting is Required” with “Approval of Legislative Body Required” and to add under this section: “...creation of capital and non-recurring accounts.”

There was some discussion on whether or not the \$20,000 threshold for finance board approval of the transfer of funds applies within departments, or only when funds are transferred between departments. There seems to be disagreement between the auditor and the Town attorney on this subject.

to include under Conflicts of Interest: “Members of the Board of Finance are expected to *follow the guidelines provided by* Connecticut General Statutes Section 9-210 and Section 6 of the *Town of Hampton* ordinance that established the Board of Finance.

There was some discussion on a remedy for when a board member with a conflict of interest refuses to recuse himself, but it was agreed that such a remedy should be included in the ordinance and referenced in the by-laws. It was also agreed to seek the Town attorney’s advice on how an alternate is seated for a specific vote when a member recuses himself due to a conflict of interest.

Kathi Newcombe volunteered to search for references to the Board of Finance in the statutes to ascertain that everything is currently covered.

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
Discuss Duties of Chairman
7. **Set Location, Date and Time of Next Meeting:** September 4, 2019 at 4PM in Conference Room at Town Hall
8. **Adjourn:** The Meeting adjourned at 5:45PM.

Respectfully submitted,
Dayna McDermott Arriola