

Town of Hampton  
Board of Finance  
By-Laws Committee Meeting  
Friday, September 20, 2019  
3:10PM  
Town Hall Conference Room

Minutes

1. **Call to Order:** Perry Matchinis called the meeting to order at 3:29PM.  
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 12, 2019 Committee Meeting Minutes:**  
**Motion:** Kathi Newcombe, seconded by Ed Adelman, to approve the Minutes of the September 12 Committee Meeting. Motion carried unanimously.
4. **Continue Review and Revision of Existing Board of Finance By-Laws:**  
Perry Matchinis read the response of the Town Attorney, who confirmed that employees of local and regional Boards of Education are not precluded from holding municipal offices, including membership on the Board of Finance. Accordingly, the following was added to the section on Eligibility to Serve on the Board of Finance: "Employees of local and regional Boards of Education are eligible to serve on the Board of Finance, per CGS10-156e."

Perry Matchinis also reported that the Town Auditor advised the Board to seek a legal opinion for 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." He will forward the question to the Town Attorney.

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:

Under the section Officers and Staff, the following was added: "Among other duties, the Recording Secretary shall cause to be prepared and filed with the Town Clerk a copy of the minutes and records of each meeting and post notices of all regular and special meetings *in accordance with CGS1-225*".

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

- Coordinate with the Recording Secretary to Assure that Agendas and Minutes are posted in accordance with CGS1-225.
- When appropriate, the Chairman may delegate a given duty to any other board member.

The section on Meetings was revised as follows:

1. 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. 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. 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.

The section on Agenda was revised as follows:

“An item may be added to the Agenda of a regular meeting by a two-thirds vote of the members present.”

“An ‘Additions to the Agenda’ item shall be included immediately preceding the final ‘Citizens Comments’ item of a regular meeting.”

**Review Specific Sections of Roberts Rules:** tabled.

4. **Citizen Comments:** None.
5. **Suggestions for Agenda Items for Next Meeting:**  
Review Roberts Rules of Orders Chapter XX Section 61 & Chapter XII Section 43  
Review Response from the Town Attorney and Amend By-Laws Accordingly
6. **Set Location, Date and Time of Next Meeting:** October 3, 2019 at 4PM in Conference Room at Town Hall
7. **Adjourn:** The Meeting adjourned at 5:02PM.

Respectfully submitted,  
Dayna McDermott Arriola