

Town of Hampton
Board of Finance
By-Laws Committee Meeting
Thursday, August 8, 2019
5PM
Town Hall Conference Room

Minutes

1. **Call to Order:** Perry Matchinis called the meeting to order at 5:05PM.
Members present: Perry Matchinis, Ed Adelman, Kathi Newcombe
Others present: Dayna McDermott-Arriola, Recording Clerk, First Selectman Al Cahill (5:30PM)
2. **Citizen Comments:** none.
3. **Review and Approval of Minutes:** July 18 Committee Meeting
Motion: Perry Matchinis, seconded by Kathi Newcombe, to approve the Minutes of the July 18 Committee Meeting. Motion carried unanimously.
4. **Continue Review and Revision of Existing Board of Finance By-Laws:**

Discussion on Request of Financial Reports from HES & RD11

Perry Matchinis explained his intent to formalize the request for financial information from the boards of education. After discussion, it was agreed that the by-law would inform future Board of Finance members of their duties regarding oversight of all fiscal matters, including agencies that are not departments of the municipal government, and the following was developed:

The Board of Finance shall make a formal request of financial information from all town and district agencies, including, but not limited to, Hampton Elementary School, Regional District#11, the Hampton Fire Company, the Hampton-Chaplin Ambulance Corps, and the Fletcher Memorial Library.

Discussion on Election of Officers

Perry Matchinis explained that after further reflection and consultation with other board members, he questioned the proposed by-law developed at the last meeting: "At any meeting, the Board may re-appoint a member to any Office with a two-thirds majority vote", stating that it would prove too disruptive and prone to politic motivation. After discussion it was agreed to include the following by-law:

Any officer can be removed by a two-thirds majority of seated members for cause, defined as malfeasance, misfeasance, or nonfeasance in the ordinance governing the Board of Finance.

This will be followed by the by-law:

If a vacancy occurs in any Office, the Board shall elect a member to fill such vacancy.

Audience for Citizens

Perry Matchinis proposed the following by-law under the Agenda section:

The agenda shall always include a “Citizens Comments” item immediately after the call to order and just prior to the adjournment of the meeting. The chair, at his/her discretion, may set parameters reasonably necessary to hear all citizens’ input in an orderly and efficient manner prior to the start of the initial comment period. Neither comment period shall be restricted to current agenda items and shall allow for any/all citizen input.

Perry Matchinis also suggested the following by-law:

An “Additions to the Agenda” item shall be included immediately preceding the final “Citizens Comments” item.

Committee members agreed that both of these items should be included in the Agenda section.

Conflict of Interest

Perry Matchinis suggested that this section be removed as the subject is already detailed in the ordinance. Kathi Newcombe noted that it is also in the statute. Ed Adelman thought that it should be referenced in the by-laws. It was agreed that Conflicts of Interest will be listed in the by-laws with the current language removed and replaced with a reference to the relevant ordinance and statute.

Discussion on Budget Section: Establishment Timeline/Budget Calendar: tabled.

5. **Citizen Comments:** None.
6. **Suggestions for Agenda Items for Next Meeting:**
Discussion on Budget Section: Establish Timeline/Budget Calendar
Review Remaining Items
7. **Set Location, Date and Time of Next Meeting:** August 15, 2019 at 4PM in Conference Room at Town Hall
8. **Adjourn:** The Meeting adjourned at 6:28PM.

Respectfully submitted,
Dayna McDermott Arriola