

Town of Hampton  
Board of Finance  
By-Laws Committee Meeting  
Thursday, July 11, 2019  
4PM  
Town Hall Conference Room

Minutes

1. **Call to Order:** Perry Matchinis called the meeting to order at 4:02PM.  
Members present: Perry Matchinis, Ed Adelman, Kathi Newcombe  
Others present: Dayna McDermott-Arriola, Recording Clerk
2. **Citizen Comments:** none.
3. **Review and Approval of Minutes:** May 29 & June 5 Committee Meetings  
**Motion:** Perry Matchinis, seconded by Ed Adelman, to approve the Minutes of the May 29 and June 5 Committee Meetings. Motion carried unanimously.
4. **Continue Review and Revision of Existing Board of Finance By-Laws:**  
The Committee reviewed the provisions of the Agenda, amending the section as follows:  
*“An Agenda for each meeting shall be created and posted according to the provisions of CGS 1-225. Any member may request of the Chairman that an item be added to the Agenda prior to the statutory deadline for the posting of the Meeting. An item may be added to the Agenda during a regular meeting by a two-thirds vote of the members present.”*  
The Committee discussed the provisions of the Budgets, debating the responsibilities of the Board of Selectmen versus the Board of Finance in preparation of the Town Government Budget. By general consent, it was agreed to postpone amending this section until statutory references for responsibilities were provided.  
The Committee discussed developing language regarding timelines and procedures for preparing budgets.  
The Committee amended the section on Seating of Alternates to include: *“Alternates not seated and not disqualified may participate in all board discussions”*.  
The Committee discussed adding a section on Motions to include: *“Any member or seated alternate may make a motion”*. Kathi Newcombe will develop language addressing procedures for calling the question and/or voting to end debate.

5. **Citizen Comments:** None.
6. **Suggestions for Agenda Items for Next Meeting:**
  - Finish Discussion on Motions
  - Finish Discussion on Budgets
  - Continue Review of By-Laws
7. **Set Location, Date and Time of Next Meeting:** July 18, 2019 at 5PM in Conference Room at Town Hall
8. **Adjourn:** The Meeting adjourned at 5:39PM.

Respectfully submitted,

Dayna McDermott Arriola