

Town of Hampton
Board of Finance
By-Laws Committee Meeting
Thursday, July 18, 2019
5PM
Town Hall Conference Room

Minutes

1. **Call to Order:** Perry Matchinis called the meeting to order at 5:02PM.
Members present: Perry Matchinis, Ed Adelman, Kathi Newcombe
Others present: Dayna McDermott-Arriola, Recording Clerk, First Selectman Al Cahill
(5:55PM)
2. **Citizen Comments:** none.
3. **Review and Approval of Minutes:** July 11 Committee Meeting
Motion: Kathi Newcombe, seconded by Perry Matchinis, to approve the Minutes of the July 11 Committee Meeting. Motion carried unanimously.
4. **Continue Review and Revision of Existing Board of Finance By-Laws:**
There was discussion on developing procedures for the conduct of meetings. It was agreed that Roberts Rules of Order are cumbersome. Kathi Newcombe suggested pursuing other Boards of Finance to see if they have a prescribed set of rules for the conduct of meetings. Perry Matchinis said that the first step was to identify items requiring standards and stated as an example defining election and duties of officers. The following items for inclusion in the By-Laws were developed for the section on Officers and Staff:
 - If a vacancy occurs in any Office, the Board shall elect a member to fill such vacancy.
 - At any meeting, the Board may re-appoint a member to any Office with a two-thirds majority vote.
 - Responsibilities of Chairman:
Assemble an Agenda for all Meetings of the Board of Finance
Conduct all Meetings of the Board of Finance

Discussion on Motion Section

The Committee developed the following items for inclusion in the section on Motions:

- Discussion on any item that requires action must be preceded by a motion made and seconded.
- Any member or seated alternate may make a motion during a meeting.
- Any member or seated alternate who makes a motion may rescind or amend the motion prior to the vote; the amendment must be seconded by the member who seconded the original motion.
- Debate ends on any pending action if a motion to call the question is moved and seconded and approved by a two-thirds majority.

It was noted that the ordinance governing the Disposition of the Hampton Elementary School Budget Surplus will have to be amended to reflect legislative changes.

5. **Citizen Comments:** None.
6. **Suggestions for Agenda Items for Next Meeting:**
Discussion on Budget Section: establish timeline
Discussion on Conflicts of Interest
Discussion on Audience for Citizens
7. **Set Location, Date and Time of Next Meeting:** July 25, 2019 at 4PM in Conference Room at Town Hall
8. **Adjourn:** The Meeting adjourned at 6:39PM.

Respectfully submitted,

Dayna McDermott Arriola