

Town of Hampton
Board of Finance
By-Laws Committee Meeting
Thursday, August 15, 2019
4PM
Town Hall Conference Room

Minutes

1. **Call to Order:** Perry Matchinis called the meeting to order at 4:05PM.
Members present: Perry Matchinis, Ed Adelman, Kathi Newcombe
Others present: First Selectman Al Cahill, Dayna McDermott-Arriola, Recording Clerk
2. **Citizen Comments:** none.
3. **Review and Approval of August 8 Committee Meeting Minutes:**
Motion: Kathi Newcombe, seconded by Perry Matchinis, to approve the Minutes of the August 8 Committee Meeting. Motion carried unanimously.
4. **Continue Review and Revision of Existing Board of Finance By-Laws:**

Conflicts of Interest: Kathi Newcombe read the statute, CGS 9-210, prohibiting anyone who receives a salary from the Town from serving on the Board of Finance, and the Town ordinance prohibiting members of the Board of Finance from participating in any matter in which they have a personal or financial interest. The by-laws will reference both the statute and the ordinance under Conflicts of Interest.

Vacancies: The section on filling vacancies will include "in accordance with CGS 7-342".

Budget Section: Perry Matchinis reiterated his intent to formalize the procedure for preparing the budget. The various departments requesting budgets were listed. After discussion, the following was developed:

It is recommended that the Board of Finance develop an annual schedule for department budget requests and that the Board of Finance appoints a sub-committee annually during the budget cycle to prepare a budget packet for presentation to the Town.

After discussion, it was agreed that the by-laws will include a statutory budget timeline, in some form, that lists timeframes for legal notices, public hearings, the Annual Town Meeting, and referendum.

Committees: After discussion, it was decided to include a by-law stating: the Board of Finance may create, appoint, and charge sub-committees as needed, which may include citizens as well as members of the Board of Finance.

After discussion, it was decided to table a decision on a by-law addressing who should conduct a meeting in the absence of the Chairman, the Vice-Chairman and the Clerk.

Kathi Newcombe will locate statutory language on the responsibility of the Board of Finance for the audit.

The following items will include statutory references:

Annual Budget Meeting/Referendum: per CGS 7-344

Setting the Mill Rate: per CGS 7-344

Additional Appropriations: per CGS 7-348

Transfers: per CGS 7-347

Annual Report: per CGS 7-340a

The section on Penalties was eliminated.

5. **Citizen Comments:** None.
6. **Suggestions for Agenda Items for Next Meeting:**
 - Review Remaining Items
 - 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:** August 21, 2019 at 4PM in Conference Room at Town Hall
8. **Adjourn:** The Meeting adjourned at 5:30PM.

Respectfully submitted,
Dayna McDermott Arriola