

Town of Hampton
Board of Finance
Fiscal and Procedure Committee Meeting
December 13, 2018
2:00 pm
Hampton Town Hall Community Room

Call to Order: The meeting was called to order at 2:09 p.m.

Present: Mike Higgins, Perry Matchinis and Kathy Donahue

Staff and Others Present: First Selectman Al Cahill, Recording Clerk Dayna McDermott-Arriola

Citizen Comments: none.

Approval of Minutes:

Motion: Kathy Donahue, seconded by Mike Higgins, to approve the October 23, 2018 Minutes. Motion carried, 2-0, Perry Matchinis abstaining.

Discuss Committee Charge

Committee members discussed the financial thresholds necessary to require documented quotes and competitive bids. A review of the ordinances distributed at the last meeting from the Towns of Mansfield, Canterbury, Lebanon and Brooklyn revealed that area towns require written quotes for purchases ranging from at least \$3000 to \$5000, and sealed bids for purchases ranging from at least \$7,500 to \$20,000. Perry Matchinis noted that the complexity of goods or services to be purchased is also a factor. He also stated the necessity of requiring documentation on written quotes. Mike Higgins concurred that the documentation filed should serve as an explanation of the rationale for the selection of purchases. Kathy Donahue noted that the area towns' ordinances include exemptions, for example emergency purchases. After discussion, it was agreed that Hampton's ordinance should require at least two written quotes, documented and filed, for purchases of at least \$3,000, and sealed bids for purchases of at least \$20,000. First Selectman Cahill will review recent purchases to ascertain if \$3000 is a reasonable number for the Town's purposes. Kathy Donahue reviewed the procedural requirements for written quotes and sealed bids contained in the ordinances of the Towns of Lebanon and Canterbury. After discussion, it was decided that Kathy Donahue will use the Town of Canterbury's ordinance as a template and insert Hampton numbers for review by the Board of Finance at the regular meeting on January 8, 2019.

Citizen Comments: none.

Adjournment:

There being no further business to come before the Committee, the meeting adjourned at 3:16 p.m.

Respectfully submitted,

Dayna McDermott Arriola
Recording Clerk

This is a draft version of the Minutes until approved by the Board of Finance.

