

Town of Hampton
Board of Finance
Policies and Procedures Committee Meeting
October 1, 2020
1PM
Zoom Meeting
Minutes

1. The meeting was called to order by Kathy Donahue at 10:35am.
Members present: Kathy Donahue, Judy Buell, Kathi Newcombe.
Others present: Treasurer Ellen Rodriguez (10:41)
2. Citizen Comments: None
3. Approval of minutes of 9/8/20 meeting:
Judy Buell moved and Kathi Newcombe seconded to approve the minutes of the 9/8/20 P&P Committee with the following amendment: "... both Scotland personnel are CPAs; they provide...." should be amended to say "Scotland Treasurer is a CPA who provides".
Motion carried unanimously.
4. Discussion of Fiscal Policies and Procedures
Documents available:
 - Current Hampton Procedures manual
 - Procedures manual from the Town of Chaplin
 - Budget and financial management policies from Ashford
 - Eastford purchasing policies
 - Brooklyn policies and procedures
 - Pomfret policies and procedures
 - Watertown policies and procedures
 - Winchester policies and procedures

Chaplin documents tie policies and procedures to their statutory authority. Brooklyn combines town & school finances. Union has not yet responded to emails, Kathi N to continue to pursue. Kathy D would like input from both the Treasurer and the 1st Selectman on policies & procedures to be considered.

All should review and notate documents in advance of next meeting.

Next meeting date and time: Thursday, October 8th at 10:30am, pending availability of stakeholders.
5. Citizen Comments: None
6. Adjournment at 10:52am.

Respectfully submitted,
Kathi Newcombe