

Town of Hampton
Board of Finance
Policies and Procedures Committee Meeting
February 4, 2021
2:00PM
Zoom Meeting

Minutes

The meeting was called to order at 2:05pm.

Present: Kathy Donahue, Judy Buell, Kathi Newcombe, Treasurer Ellen Rodriguez. 1st Selectman Allan Cahill was unavailable to attend.

Citizen Comments: None

Approval of Minutes of 1/28/21 Meeting: Judy Buell moved, and Kathi Newcombe seconded to approve the 1/28/21 meeting minutes. Kathy requested that an addition be made under BoF Policy & Procedures Committee to indicate that “a draft will be sent to all BoF members as well as forwarded to the auditor and town attorney for recommendations before final approval by the full Board.” Motion passed unanimously as amended.

Discuss and Review Fiscal Policies and Procedures:

Fuel fund p18 needs to be updated per minutes.

Expenditures p20: Id. Delete references to “Schedule of bills to be paid”. Ie. add “Board of Finance representative”

Fiscal year-end p23: update dates to current fiscal year.

Purchasing p 36: Delete “Highway Dept” sentence; next bullet, add “contract” before “purchase order”; delete utilities bullet.

Add Appendix for each ordinance, and reference each.

Assessor manual not included at this point since no references to handling funds or payments;

Kathy will ask the auditor.

Kathy and Kathi to work to tighten up transfer station policy on fees collected and permits.

Kathi and Ellen will work on descriptions for each fund.

Ellen to forward Administrative Assistant document.

After these changes are made, the document will be forwarded to the Town Attorney and Auditor for review and approval. Next meeting will be scheduled after hearing back from them.

Citizen Comments: None.

Meeting was adjourned at 2:55pm.

Respectfully submitted, Kathi Newcombe