

Town of Hampton
Board of Finance
Fiscal and Procedure Committee Meeting
October 23, 2018
2:00 pm
Hampton Town Hall Community Room

Call to Order: The meeting was called to order at 2:08 p.m.

Present: Mike Higgins and Kathy Donahue

Staff and Others Present: Recording Clerk Dayna McDermott-Arriola

Citizen Comments: none.

Discuss Overview of Committee Charge

Mike Higgins distributed the following Definition of Competition:

“In bidding and contracting arrangements, adequate competition exists if 1) bids are solicited from at least two ‘responsible bidders,’ 2) each of whom can satisfy the contract’s requirements independently, and 3) both contend for a contract which will be won by the bidder who submits the lowest evaluated price.”

Kathy Donahue distributed relevant ordinances from the Towns of Brooklyn, Mansfield, Canterbury and Lebanon, noting the different requirements of each municipality. After a review of all materials, it was agreed that Canterbury’s ordinance would serve as a model starting point while the ordinances of the other towns are reviewed for language suitable for Hampton’s purposes. It was agreed that the definition and the sample ordinances would be distributed to the members of the finance board as part of the committee’s report.

Mike Higgins suggested that the committee ascertain what processes town and school officials are currently using to secure contracts.

Date, Time and Place of Next Meeting: Thursday, November 15, at 2 p.m. in the Community Room at Town Hall.

Adjournment:

There being no further business to come before the Committee, the meeting adjourned at 3:05 p.m.

Respectfully submitted,

Dayna McDermott Arriola
Recording Clerk

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

