

Town of Hampton
Board of Finance
Policies and Procedures Committee Meeting
October 8, 2020
10:30AM
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
2. Citizen Comments: None
3. Approval of minutes of 10/1/20 meeting:
Judy Buell moved and Kathi Newcombe seconded to approve the minutes of the October 1, 2020 P&P Committee.
Motion carried unanimously.
4. Discussion and Review of Fiscal Policies and Procedures
It was decided that the Committee had enough examples from other towns to review. Judy had read all the documents from all the towns and noted that Chaplin and Pomfret documents spelled out due dates and who was responsible for what. Ellen noted that Pomfret and Brooklyn had the most detail for all departments. Kathy noted that Chaplin had a separate document incorporating due dates and deliverables for the specific fiscal year. It was decided that the Pomfret documents would be used as the basis for consideration, incorporating any missing procedures from other towns. Kathi volunteered to make the changes to the Pomfret documents, changing "Pomfret" to "Hampton" and other personalizations specific to Hampton as well as adding statutory references (a feature all on the Committee thought to be essential). Another feature the Committee liked was that each policy had a date last revised and approved. Ellen noted that she had the policies and procedures developed by other Hampton departments several years ago as required by GASB procedures, and will find, can and send those out to the rest of the Committee.
Next meeting date and time: Thursday, October 15th at 10:30am, pending availability of stakeholders.
5. Citizen Comments: None
6. **Kathi Newcombe moved and Judy Buell seconded to adjourn at 10:51am. Motion carried unanimously.**

Respectfully submitted,
Kathi Newcombe