

Town of Hampton
Board of Finance
Policies and Procedures Committee Meeting
October 29, 2020
10:30AM
Zoom Meeting
Minutes

1. The meeting was called to order by Kathy Donahue at 10:30am.
Members present: Kathy Donahue, Judy Buell, Kathi Newcombe.
Others present: Treasurer Ellen Rodriguez 1st Selectman Allan Cahill
2. Citizen Comments: None
3. Approval of minutes of 10/15/20 meeting:
Judy Buell moved and Kathi Newcombe seconded to approve the minutes of the October 15, 2020 P&P Committee meeting.
Motion carried unanimously.
4. Discussion and Review of Fiscal Policies and Procedures
The Committee reviewed the 10.15.20 draft. The following changes were made:
Audit Procedures: Replace references to “Board of Selectmen’s Administrative Assistant” to “Treasurer.”
Banking Transfers: Replace references to “Putnam Bank” with “Berkshire Bank”. All references to the back-up person should the Treasurer be unavailable should be changed to “1st Selectman”. Remove section A.2.b.ii.
Bids & Proposals: Substitute wording from current Hampton ordinance.
Building Inspector office: Treasurer Rodriguez to re-send to Building Department for review.
Capital Inventory: Under Capital Items – Files and Records, replace “First Selectman” with “Treasurer”; remove 2nd paragraph. Judy Buell offered to send further information based upon Brooklyn’s policies.
Capital & Non-recurring: List current funds with as-of date.
Capital Road & Bridge: Remove entire policy.
Citizen Assistance Funds: Change to Restricted Funds. Reflect current funds including Emergency Fuel Fund (overseen by 1st Selectman).
Land Use: Pending review by Land Use Office.
Dog Licensing: Pending review by Town Clerk.
Education Title Grants: Pending review by HES Business Coordinator.
Expenditure Financials: Change version of Quick Books to “Intuit Quick Books Enterprise Solutions 18.0 Non-profit”. List current funds. Delete I.A.1. and I.A.2. Change “borad of Selectmen” to Board of Finance” and reference authorizing State Statute in I.A.3. Remove I.C.2. Delete “and the Treasurer” from I.D.1. Remove I.D.2. and I.D.3. Add “Signatures of two Selectmen and the Treasurer” along with authorizing State Statute. Change I.E.2. from “...alphabetically in the “Paid Bills/Invoices” drawer in the vault” to “...numerically in the fire-

proof filing cabinet". Change "Clerk for the Board of Selectmen" to "Treasurer" in II.A.b. Change "...Roads & Drainage, Fleet Maintenance.." with "...Public Works..". Remove all references to "Asst. Treasurer". Will need further review.

Fiscal Year End Financial: Purchase Orders through Purchase Requisitions needs further review. Under Tax Collector, replace "Town of Hampton official" to "Town of Windham Revenue Collection Office" and reference date of town vote on appointment of Tax Collector. Schedule of Deadlines needs further review.

Fund Balance: There was discussion concerning the ideal percentage of budget in the general fund. It was suggested that there should be a range of percentages where no "automatic" action is performed. 1st Selectman Cahill suggested that the parameters of the fund balance policy should include consideration of frozen assets and back taxes. It was decided to review how other towns' policies deal with this.

Journal Entry: It was noted that there were several policies that appear to be the same. Kathi Newcombe will review and combine policies if so.

Land Use fees: Kathi Newcombe will review as possible duplicate.

Lunch program: Pending review by HES Business Coordinator.

Monthly Financial Balancing: Update to reflect Hampton's fund accounts – Ellen to provide list. Update version of QuickBooks.

Non-lapsing Board of Education Surplus Funds: Update to reference authorizing Statute, removing specific percentage. Reference Hampton ordinance.

Purchasing Policy & Procedures: Delete sections 1 and 2. Change "...a line item from within their budget" to "...the department budget" in section 3. Change "... Purchase Requisition that is signed by the Frist Selectman" to "...approval by the Board of Finance." in section 3. Insert "and date of Board of Finance approval" in section 3. Insert "Board of Finance, " in section 8. Change "Selectmen's office" to "Board of Finance" in section 8 last sentence.

Surplus Recreation Operating Funds: Remove entire policy.

Recreation Operating Procedures: Remove entire policy.

Reserve Funds: Remove last sentence.

Revenue Financial: Possible duplicate; Kathi Newcombe to review.

Senior Services Budge and Programs: Remove section, not applicable to Hampton.

Town Aid Funds: Remove entire policy.

Town Clerk: Pending review by Town Clerk.

Trust Funds: Update to reflect Hampton's fund accounts (Library, Cemetery, Stone Trust / Fire Dept.). Change the last paragraph to read "Interest from the trust funds are distributed annually."

Treasurer Rodriguez noted that she had received and distributed the Assessor manual.

Next meeting date and time: Thursday, November 5th at 1pm – note new time.

5. Citizen Comments: None
6. Meeting adjourned at 11:37am.

Respectfully submitted,
Kathi Newcombe