

Town of Hampton
Board of Finance
Policies and Procedures Committee Meeting
December 3, 2020
2PM
Zoom Meeting
Minutes

1. The meeting was called to order by Kathy Donahue at 2pm.
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 11/12/20 meeting:
Judy Buell moved and Kathi Newcombe seconded to approve the minutes of the November 12, 2020 P&P Committee meeting.
Motion carried unanimously.
4. Discussion and Review of Fiscal Policies and Procedures
The Committee reviewed the 11.12.20 draft. The following changes were made:
Building Inspector office: Remove I.D., II.A.3., and III.D.2.
Capital Inventory: Remove reference to “Field Services” in second paragraph, indicating only that fixed assets tracking contracted out. Form development required for 3rd paragraph and Disposition section, note on bottom of policy. Need to document key policy.
Capital & Non-recurring: Replace list of CNR funds with list on page 41 (Revenue Financials). Still need resolution date of town meeting (date to be supplied by Ellen).
Land Use: Transfer Definitions section to Building Inspector policy. Remove rest of policy.
Expenditure Financials: Change “received date” to “date entered into the system” in I.b.ii.
Fiscal Year End Financial: Ellen to work on language and dates. There was further discussion about establishing purchase orders/requisitions and policies for them. Add disclaimer noting that some invoices can be received after the specified deadline. Strike language indicating posting to the next fiscal year throughout policy.
Fund Balance: It was decided to bring discussion of this to the full Board of Finance.
Journal Entry: Remove “Treasurer’s Department which includes the” from I.a.ii.
Land Use fees: Remove entire policy.
Monthly Financial Balancing: Add “ and reviewed and approved by the First Selectman” to the end of I.a.ii.
Purchasing Policy & Procedures: A mid-year budget adjustment form must be developed. Needs further review by full Board of Finance after examining Chaplin’s BoF purchasing policy.
Revenue Financial : Remove “or Administrative Assistant” from I.a.ii. Remove 2nd sentence in I.a.ii. Change “??” to “10th” in I.a.iv.

Town Clerk: Change II.A. to “Deposits are made at the end of each month.” Remove II.C. Change II.D. to “Deposits are made by the Town Clerk.” There was concern about the clarity of who has primary responsibility and who is backup in this and other policies/procedures.

Need policy for Building & Zoning as written by Pauline.

Need policies for each category of funds? Does the section I.c. All other funds in Revenue Financials cover the rest of these funds? Will defer this until next phase as well as some of the language from the Chaplin department detailed policies and procedures previously circulated.

After changes are made, the document will be distributed as a draft version at the next meeting of the full Board of Finance on 12/8/20, with discussion and review at the January Board of Finance meeting in order to give members/alternates enough time to digest the existing document.

Next meeting date and time: Thursday, January 7th, 2021 @2pm.

5. Citizen Comments: None
6. Meeting adjourned at 2.36pm.

Respectfully submitted,
Kathi Newcombe