

Town of Hampton
Board of Finance
Policies and Procedures Committee Meeting
September 8, 2020
1PM
Zoom Meeting
Minutes

1. The meeting was called to order by Kathy Donahue at 1pm.
Members present: Kathy Donahue, Judy Buell, Kathi Newcombe.
Others present: None
2. Citizen Comments: None
3. Discussion of Fiscal Policies and Procedures
Documents available: Current Hampton Procedures manual and Procedures manual from the Town of Chaplin (attached).
Selectmen Allan Cahill and Bob Grindle were given notice of the meeting. Treasurer Ellen Rodriguez was also noticed but was unable to attend (on vacation). Kathy Donahue will canvass the availability of the key stakeholders and set up the next meeting accordingly.
The procedures and/or ordinances of other towns used by their fiscal authorities, if existing, will be solicited by members as follows:
Brooklyn (Judy)
Scotland and Colchester , the latter currently in the process of reviewing their procedures (Kathy D)
Eastford, Ashford and Union (Kathi N)
Preliminary procedures were suggested and discussed. Judy, who has been involved in the Brooklyn financial office, considers the Chaplin procedures thorough. Kathy D noted that both Scotland financial personnel are CPAs; they provide a written monthly summary report of the financial transactions.
Some of the statutory requirements were reviewed.
Next meeting date and time TBD based upon availability of stakeholders.
4. Citizen Comments: None
5. Adjournment at 1:22pm.

Respectfully submitted,
Kathi Newcombe