

Town of Hampton
Board of Finance HR Committee
Special Meeting Minutes
Thursday, March 14, 2013
Hampton Town Hall
10:00 am

Call to order

The meeting was called to order at 10:00am.

Members present: Margaret Haraghey, Dan Meade, Penny Newbury.

Review/approval of minutes

It was decided to table approval of the minutes of the 2/14/13 meeting.

Dan moved and Margaret seconded to approve the minutes of the 2/21/13 meetings; motion passed unanimously.

Old Business

Further review of updated job descriptions

- Tax Collector. The Committee made another slight revision; it is now considered final.
- Treasurer. This is now considered final.
- Transfer station operator. The Committee reviewed the responsibilities listed on the standardized job description; it will be sent to the Transfer Station Operator for review and input at the next meeting.
- Transfer station attendant. The Committee reviewed the responsibilities listed on the standardized job description; a few modifications were made. It will be sent to Transfer Station Attendant for review and input at the next meeting.

New Business

Next Steps

- The Public Works Foreman was asked to outline what constitutes the different levels of Public Works Laborer (laborer only, mechanic, etc.).
- It was decided that the Library Board and the Board of Selectmen/Finance would be asked to come to a consensus concerning the Librarian – whether the position is a town employee or a library employee, because she is supervised by the Library Board but paid by the town. Penny questioned how the problem occurred in the first place and expressed frustration with the “secrecy” behind the conflicts in the status (salaried vs hourly, employee of the town vs the library) of the Librarian; she felt strongly that all policies regarding personnel must be plainly laid out in a handbook or the town personnel policy manual.
- It was discussed that a comparison of benefits and salaries, as well as responsibilities and levels of support, in other towns should be made.
- It was decided that the 1st Selectman’s salary is the priority position for a substantial increase, but doubtful that it could happen, based upon the current economic climate.

Determine next job descriptions to review

- Public works employees

Set next meeting date

The next meeting will take place on Tuesday, March 19th at 10am.

Adjournment

The meeting was adjourned at 11:13am.

Respectfully submitted,
Kathi Newcombe, Board of Finance Recording Clerk