

Town of Hampton  
Board of Finance HR Committee  
Special Meeting Minutes  
Tuesday, June 11, 2013  
Hampton Town Hall  
6:00 pm

Call to order

The meeting was called to order at 6:00pm.

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

Members absent: None.

Review/approval of minutes

Dan moved and Margaret seconded to approve the minutes of the 5/3013 meeting; motion passed unanimously, with Dan abstaining.

Old Business

- Final review of job descriptions: As the Public Works Laborer job description was still not updated, the final review of all the Public Works and Transfer Station personnel job descriptions was tabled.
- Review of job descriptions put into standard format
  - First Selectman. The latest job description was put into standard format and reviewed. Many adjustments were made; responsibilities needed to be grouped into general categories. The Committee reviewed a similar job description from a neighboring town and decided to also refer to the Handbook for Selectmen in making revisions.

New Business

Next Steps

- Look for and review the Handbook for Selectmen, as well as the Handbook for Boards of Finance.

Determine next job descriptions to review (put into standard format)

- Town Clerk
- Selectman
- Board of Finance member

Set next meeting date

The next meeting will take place on Thursday, June 20<sup>th</sup> at 7pm. Final review of the Public Works Laborer job description, continued review of the First Selectman job description, and initial review of Town Clerk, Selectman, and Board of Finance member job description will take place.

Adjournment

The meeting was adjourned at 6:55pm.

Respectfully submitted,

Kathi Newcombe, Board of Finance Recording Clerk