

Town of Hampton  
Board of Finance HR Committee  
Meeting Minutes  
Tuesday, August 6, 2013  
Hampton Town Hall  
3:30 pm

Call to order

The meeting was called to order at 3:30pm.

Members present: Margaret Haraghey, Penny Newbury, Dan Meade. Members absent: None.

Sam Higgins, Registrar, asked to speak during discussion of the Registrar job description instead of during audience for citizens; approved.

Review/approval of minutes

Dan moved and Margaret seconded to approve the minutes of the 67/11/13 meeting; motion passed unanimously.

Old Business

- Final review of job descriptions:

First Selectman, Selectmen, Town Clerk and Board of Finance are all set to be submitted to the Board of Finance for review and submission to the Selectmen.

- Further review of job descriptions:

- No constable except Harold Haraghey responded to requests for review; Harold said the document was acceptable, so it will also be sent to the Board of Finance.

- Initial review of job descriptions (put into standard format)

- Registrar of Voters: Sam Higgins stated her comments and suggestions regarding some wording and other changes in the description. Changes in section order were made. A related discussion followed regarding the document title and it was decided to call all documents "Position Description" instead of "job Description." A revised copy of the Registrars' position description will be sent to the Board of Finance and the Registrars. Sam also reported that Stephanie Bayne is the new deputy registrar and that printed or electronic media should be changed to reflect this. The registrars' new email is [registrars@hamptonct.org](mailto:registrars@hamptonct.org). Penny will mail the registrars a copy of the draft organizational chart.
- Planning & Zoning: Dan reported that he was not able to contact Kevin Grindle yet and will speak with Gary DeCesar or Bob Inman to have at least one member review the description before passing it to the Board of Finance.
- Zoning Board of Appeals member: reviewed by committee; Dan will send a draft to Kathi to send to the Chair (Ed Burchfield) for review.
- Board of Assessment Appeals: reviewed; slight modifications made; Penny will send revised copy to Kathi to send to the Chairs (Heather Bell and Russ Fontaine) for review.

New Business

Determine next job descriptions to review

All the position descriptions being reviewed (with the exception of Board of Education, who have not responded to requests for input), the Committee will forward "final" copies of their recommended drafts to the Board of Finance and Board of Selectmen for review. It is hoped that these position descriptions will be approved by the Selectmen with the plan to include the salary scale at a later date. Margaret suggested that they be on Town letterhead and presented in a binder to the Chair of the BoF and the First Selectmen, as well as electronically to everyone. Penny will develop final copies; Dan will print them. Dan stated that he believed the Town Attorney would have to review them before approval.

Other business:

Margaret shared an article from the *Courant* (?) in which the town of Preston, which had no job descriptions and as a result is facing a very costly employee issue, will have to retain an HR firm to develop position descriptions. It was noted that Brooklyn spent tens of thousands of dollars for a firm to create their position descriptions.

Set next meeting date

No meeting date has been set; it was agreed that the committee would work remotely on finalizing all job descriptions, submit them as discussed above, and then set another meeting if necessary. The committee believed that the majority of the first part of their task was accomplished. What remains is to develop appropriate policies/procedures related to the position descriptions, and then begin the task of developing a draft salary scale.

Adjournment

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,  
Penny Newbury, HR sub-committee member.