

Town of Hampton
Board of Finance HR Committee
Special Meeting Minutes
Thursday, June 27, 2013
Hampton Town Hall
7:00 p.m.

Call to order

The meeting was called to order at 7:00pm.

Members present: Margaret Haraghey, Penny Newbury, Dan Meade

Members absents: None

Review/approval of minutes

Margaret moved, Dan seconded, to approve the minutes of the 6-20-13 meeting; motion passed unanimously.

Old Business

First Selectman job description – gave copy to Allan Cahill for his review and input

Town Clerk job description – Put into new format. Penny will send to Leslie Wertam for her review and input. Will invite her to come to one of our meetings, at her convenience, or email us her thoughts.

Selectmen job description – Dan will review with Bob Grindle and Mike Chapel

Board of Finance job description – added some revisions. Penny will send copy to Allan Cahill and all BOF members for their review.

New Business

Next job descriptions to be done:

Planning and Zoning Commission Member – Penny, Dan and Margaret will each search the internet for any information and relay to each other.

Zoning Board of Appeals – Dan will format for next meeting.

Registrar of Voters – Penny will reformat and send to both Registrars.

Board of Assessment Appeals – Margaret will format for next meeting

Next Meeting Date

The next meeting is scheduled for July 11 at 7:00 p.m.

Adjournment

The meeting adjourned at 7:45 p.m.

Respectfully submitted,
Margaret Haraghey