

Town of Hampton
Board of Finance HR Committee
Special Meeting
Monday, January 14, 2013
10:00am
Hampton Town Hall

Agenda

1. Call to order
2. Review/approval of minutes of 1/7/13 meeting
3. Old Business
 - Review of personnel files checklist and policies & procedures with 1st Selectman
 - Review of statutes on elected vs appointed positions
 - Further review of updated job descriptions
 - Building Official
 - Administrative Assistant
 - Review of next job descriptions (put into standard format)
 - Tax Collector
 - Treasurer
4. New Business
 - Next Steps
 - Determine next job description(s) to review
5. Set next meeting date
6. Adjournment

Please note: This is a Board of Finance Committee Meeting held in public, not a Public Meeting
(e.g. Town Meeting or Public Hearing)