

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

Call to order

The meeting was called to order at 10:03am.

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

Also present: Al Cahill, 1<sup>st</sup> Selectman & John Berard, Building Official.

Review/approval of minutes

Penny moved and Dan seconded to approve the minutes of the 1/7/13 meeting, amending them to state the desire to have the 1<sup>st</sup> Selectman present to discuss the personnel files; motion passed unanimously.

Old Business

Review of personnel files checklist and policies & procedures with 1<sup>st</sup> Selectman

There are personnel files from the current as well as many previous administrations. There are documents that by law should be included in their personnel files. The committee has put together a draft of what should be included in the files and where they are stored; some items (FOI-able) would be copies and stored with the Treasurer but the confidential portions (non-FOI-able) should be only in the files kept by the 1<sup>st</sup> Selectman. The Committee would request the 1<sup>st</sup> Selectman or his authorized designee verify that every employee has a personnel file folder and that the legally required documents are included in each. Al agreed to do so, although this will take some time. Al has also contacted the town attorney concerning what items in the personnel files the public is privy to and what is confidential. He also stated that rumors were flying about what the Board of Finance was doing in regards to personnel files, and he was able to reassure those who mentioned concerns to him. It was decided that the Committee would provide modified job descriptions to the Board of Selectmen in batches of four or five to be reviewed.

Review of statutes on elected vs appointed positions

No action, still not reviewed.

A general discussion ensued concerning exempt vs non-exempt. It was suggested that the Committee contact CCM to get more information about municipal human resources. The committee also recommended an ordinance be established to assure that all town hall offices and the transfer station would be open a minimum of two days per week regardless of holidays; when a regularly scheduled day falls on a holiday, the town hall or transfer station should be open on the day before or after the holiday.

Further review of updated job descriptions

- Building Official: John Berard suggested adding under description "comprehensive permitting/inspection program" because about half of his job has to do with this. Supervision received should be only the 1<sup>st</sup> Selectman because of specification in state statute. Under "work with zoning enforcement officer," delete "coordination" and replace with "verify every regulation/ordinance/approval required has been achieved" such as IWWA, Tax office, Public Works, etc., also per state statute. Creating written reports of

inspection is actually the Fire Marshall's responsibility. No other insurance besides worker's compensation is required to be looked at by the Building Official.

- Administrative Assistant: Liz Stillman provided comments to Penny about how she does much more than is listed in her job description; also, there is no Rolodex and the reference should be removed. The email containing her comments was not brought to the meeting. It was noted that job descriptions should be more of an overview of responsibilities rather than a procedure manual. Dan will review her email once again and respond to Liz.

Review of next job descriptions

No action.

New Business

Next Steps:

- Further review of updated building official & administrative assistant job descriptions

Next job descriptions to review

- Tax Collector
- Treasurer
- Transfer station operator
- Transfer station attendant

Set next meeting date

The Committee decided to meet again on Monday, 1/28/13, at 10am.

Adjournment

The meeting was adjourned at 11:07am.

Respectfully submitted,

Kathi Newcombe

Board of Finance Recording Clerk

