

Town of Hampton
Board of Finance HR Committee
Special Meeting Minutes
Thursday, February 14, 2013
Hampton Town Hall
1:30 pm

Call to order

The meeting was called to order at 1:31pm.

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

Also present: 1st Selectman Al Cahill, Tax Collector Harry Baum, Treasurer Ellen Rodriguez, Marilyn "Sam" Higgins & Dayna McDermott-Arriolla, Registrars of Voters

Meet with Elected Officials concerning updated job descriptions

Penny gave an overview of the charge of the HR Committee by the full Board of Finance.

Administration is one of the large items in the town's budget. There have been many issues raised concerning what the responsibilities of each office or position entails, how each position is compensated, who supervises whom, and how the voter determines if an elected official has adequately performed their job. The Board of Finance is working toward developing a salary range for each position but can do that only if the criteria for each position is established, documented and published. The HR Committee is trying to document the overall responsibilities of each position, the qualifications needed or desired, and the chain of command (who supervises or oversees whom) in a uniform format, based upon the State of CT criteria as well as what other towns have done. The members are taking the existing job descriptions and putting them into the new standard format. The Committee also developed a standard policy for personnel files, outlining what should be included in personnel files, where they should reside, etc., based upon guidelines from the State of CT, separating items which should be available under Freedom of Information from those which are confidential. The Committee is looking to work with each elected official and employee to finalize the job description for each position, not to tell personnel what their jobs entail.

Tax Collector Harry Baum, who was temporarily absent from the meeting when all the above information was provided, asked what statute or ordinance gives the Board of Finance or anyone else the authority to change or review job descriptions for elected officials. He claimed that the Committee was trying to tell him when to work and how to do his job.

Registrar Sam Higgins agreed that the Committee was wasting its time in creating the job descriptions.

Registrar Dayna McDermott-Arriola disagreed, saying that she thought the job descriptions were helpful and she understood that the Committee was not trying to tell anyone how to do their job. Committee member Penny Newbury clarified that the Committee was asking everyone for input into the process, not dictating the content. The changes being made were primarily to move the existing responsibilities into a common format, as well as making sure the individual duties of a position, which should be included in a procedure manual for that position, were removed from the job description which should only include the overall responsibilities. After further back and forth, it was determined that many of the things Baum was upset about had been resolved by the latest draft of his proposed job description which apparently he did not receive via email because of server issues.

Higgins thought that salary scales but not job descriptions were under the authority of the Board of Finance.

McDermott-Arriola supported the Committee's efforts and understood the need to standardize the standard job descriptions in order to establish the salary scales as well as to allow the voter to determine if a person in a positions was doing a good job or not.

Baum felt that elected positions should be paid more to compensate for the phasing out of health insurance. He thought that the elected positions were not being paid appropriately. If the town were to appoint his position rather elect it, he would like to see it go to his Assistant, trained and certified as a Tax Collector while working as his Assistant, and now working full-time in another town. He felt that further edits need to be made to the proposed job description, and the Committee made it clear that they welcomed his input on those changes.

McDermott-Arriola appreciated that the Committee was looking for input from everyone to resolve any possible conflicts and issues.

Penny offered to change the day and time of the Committee's meetings to make it more convenient for town hall officials to attend during regular working hours.

Old Business

Further review of updated job descriptions

- Tax Collector. Baum requested a new copy of the latest revisions and will take the time to make suggested edits and send them back to the Committee.
- Treasurer. Treasurer Rodriguez reviewed the job description she had provided with the standard format created by the Committee. A few changes and clarifications were made. After a few minutes of review, it was decided that she would take the documents back with her to review in detail and get back to the Committee.

Review of job descriptions (put into standard format)

- Transfer station operator. Dan had placed the job description into the standard format and it was reviewed with some modifications made. It was decided that input from the 1st Selectman would be needed to fully address this job description.
- Transfer station attendant. Dan had placed the job description into the standard format and it was reviewed with modifications made. This job description also needs input from the 1st Selectman.

New Business

Next Steps:

- The committee set up three meetings, one with paid elected officials on 2/14/13 at 1:30pm, the other two with hired/appointed staff on 2/21/13 at 1:30pm and 7pm, in order to communicate the purpose of the job description updates and to hear concerns.
- A discussion ensued about the process for giving elected officials a salary increase and setting the criteria for a salary range for elected positions.

Next job descriptions to review

- Transfer station operator – not yet done
- Transfer station attendant – not yet done

Set next meeting date

The next meetings will take place on Thursday, 2/21/13, at 1:30 and at 7pm; regular business will be conducted once the discussions with hired employees are finished.

Adjournment

The meeting was adjourned at 3pm.

Respectfully submitted,
Kathi Newcombe
Board of Finance Recording Clerk