

Town of Hampton
Board of Finance HR Committee
Special Meeting Minutes
Monday, February 4, 2013
Hampton Town Hall
10:00 am

Call to order

The meeting was called to order at 10:00am.

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

Review/approval of minutes

Penny moved and Margaret seconded to approve the minutes of the 1/28/13 meeting; motion passed unanimously.

Old Business

Further review of updated job descriptions

- Tax Collector. The Committee received an email from the Tax Collector listing his concerns with the job description updated by the Committee in comparison to the description he had provided. It was noted that the job description provided by the Tax Collector was not the "official" Tax Collector job description which was provided by the Administrative Assistant as having been reviewed and accepted by the Board of Selectmen. Some further clarifications were made to the Committee's copy in order to address some of the Tax Collector's concerns. The job descriptions for this and all other elected positions should be prefaced with the phrase "Although this is an elected position, the following skills, education and abilities are highly desirable in order to perform the duties of the job" under the position description/purpose. Also under supervision received, all elected officials receive "oversight" rather than "supervision" from the 1st Selectman. A copy of this newly updated job description will be sent to the Tax Collector.
- Treasurer. The job description was finalized, based upon current input. It was decided to wait to send this revised copy to the Treasurer until after the meeting with elected officials, in case input at that time caused the Committee to make further revisions.

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, 2/14/13, at 1:30pm and on Thursday, 2/21/13, at 1:30 and at 7pm; regular business will be conducted at all three meetings once the discussions with elected officials and hired employees are finished.

Adjournment

The meeting was adjourned at 11:17am.

Respectfully submitted,
Kathi Newcombe
Board of Finance Recording Clerk