

Town of Hampton
Board of Finance HR Committee
Special Meeting Minutes
Tuesday, December 4, 2012
Hampton Town Hall

Call to order

The meeting was called to order at 9:30am.

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

Also present: Kathi Newcombe, BoF Recording Clerk & Dayna McDermott-Arriola, Registrar of Voters and IWWA Recording Clerk.

Review/approval of minutes

Penny moved and Dan seconded to approve the minutes of the 10/15/12 meeting; motion passed unanimously.

Old Business

Update on tasks from last meeting

Most of the Board of Selectmen-approved job descriptions had been received, but there was some question as to whether they had been matched to the draft organizational chart.

Dayna presented from the Registrars of Voters office a detailed narrative of the Registrar duties (to replace the 2000 BoS-approved job description) as well as the Registrars' Office personnel and hiring procedures.

Dayna presented from IWWA a narrative of the IWWA recording clerk job duties and the IWWA bylaws (referencing those duties), as well as an IWWA procedure manual.

New Business

Discuss uniform format for job descriptions

The Committee discussed at length and decided upon the items to be included in a uniform format for job descriptions.

Review of first three job descriptions

There was discussion of the differing duties of recording clerks acting for different agencies; discussion also continued over the many distinct "jobs" involved in the P&Z office and questions arose as to how those jobs evolved.

It was also discussed that the job descriptions of elected officials cannot be enforced except via the electorate at the end of the term.

It was decided that the job description of Recording Clerk could not be finalized until those of their supervisors (such as IWWA Enforcement Officer, Zoning Enforcement Officer, etc.) were examined and completed. The Administrative Assistant and Building Official job descriptions will be put into the uniform format, once it has been drawn up.

Next Steps

After discussion of employee files, the following tasks were identified:

- Develop policies and procedures regarding personnel files and their contents, using established HR guidelines (Penny)

- Determine which elected positions can be appointed, which must be elected, what is the process for change (assigned to Recording Clerk)
- Type up job description format (Penny)
- Determine what employees have a personnel file, with signed acceptance page on Code of Ethics and personnel policies, who has access, what is contained in each file, are they locked, do they contain timesheets, insurance form (if applicable), evaluations (Committee will ask BoF Chair at next full BoF meeting to request)
- Present draft organizational chart to full BoF as a working document reflecting all positions and relationships (Committee at next BoF meeting)

Determine next job descriptions to review

Tax Collector.

Set next meeting date

The Committee decided to meet again on Thursday, 12/27 at 10am.

Adjournment

The meeting was adjourned at 11:15am.

Respectfully submitted,
Kathi Newcombe
Board of Finance Recording Clerk