

Town of Hampton  
Board of Finance HR Committee  
Special Meeting Minutes  
Tuesday, June 20, 2013  
Hampton Town Hall  
7:00 pm

Call to order

The meeting was called to order at 7:00pm.

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

Members absent: None.

Review/approval of minutes

Penny moved and Dan seconded to approve the minutes of the 6/11/13 meeting; motion passed unanimously.

Old Business

- Final review of job descriptions: Dan reported on Public Works Supervisor Toby Vertefeuille's suggestions as follows:
  - 1) The department doesn't own equipment for mowing ball fields and cemeteries;
  - 2) Part-time laborer would not be expected to operate snowplow;
  - 3) Part-time laborer should not be required to have a high school diploma or GEDBased on these suggestions, the HR Committee approved the job description with the following amendments:
  - 1) Remove *cemeteries* and add *town owned property including* ball fields
  - 2) Remove *required* and substitute GED or high school diploma *preferred*
  - 3) Remove knowledge of public works duties and functions *highly* desirable
  - 4) Remove previous experience working with *heavy equipment*
  - 5) Remove *snowplow* from list of maintenance assistance
- Continued review of job descriptions:
  - First Selectman The Committee will ask the First Selectman to review the document and the website with a goal of combining or eliminating points to make the description less specific.
- Initial review of job descriptions (put into standard format)
  - Town Clerk: Margaret will format
  - Selectmen: Dan will research and develop
  - Board of Finance member: Penny will contact Chaplin Board of Finance Chairman Dick Weingart to ask if there is a job description

New Business

Determine next job descriptions to review

- Planning and Zoning Commission member
- Zoning Board of Appeals member
- Registrars of Voters (to reformat)

Set next meeting date

The next meeting will take place on Thursday, June 27<sup>th</sup> at 7pm.

Adjournment

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Dayna McDermott-Arriola, Substitute Board of Finance Recording Clerk