

Town of Hampton  
Board of Finance HR Committee  
Special Meeting  
Tuesday, December 4, 2012  
9:30am  
Hampton Town Hall

Agenda

1. Call to order
2. Review/approval of minutes of 10/15/12 meeting
3. Old Business
  - Update on tasks from last meeting
4. New Business
  - Discuss uniform format for job descriptions
  - Review of first three job descriptions
    - Administrative Assistant
    - Recording Clerk
    - Building Official
  - Next Steps
  - Determine next job descriptions to review
5. Set next meeting date
6. Adjournment

Please note: This is a Board of Finance Committee Meeting held in public, not a Public Meeting  
(e.g. Town Meeting or Public Hearing)