

Town of Hampton
Board of Finance HR Committee
Special Meeting Minutes
Monday, January 7, 2013
Hampton Town Hall
10:00 am

Call to order

The meeting was called to order at 10:03am.

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

Also present: Al Cahill, 1st Selectman & Kathi Newcombe, BoF Recording Clerk.

Review/approval of minutes

Penny moved and Margaret seconded to approve the minutes of the 12/4/12 meeting; motion passed unanimously.

Old Business

Review of personnel files policies & procedures

Dan moved and Penny seconded to table this item as well as the next item Status of Hampton personnel files; motion carried unanimously.

Review of statutes on elected vs appointed positions

There was some confusion over the statutes provided, as another set of statutes was also provided to the full Board of Finance.

Review of job descriptions

There was much general discussion and some confusion about how exempt/non-exempt applies to part-time positions. The Recording Clerk was charged with researching any state statutes pertaining to employee status (exempt vs non-exempt, hourly vs salaried, full-time vs part-time), since the only information the committee had were federal requirements.

- Building Official: The job description put into the approved format was reviewed and revised, with input from Al as 1st Selectman. The recording clerk was charged with research concerning the appointment of the building official, in order to include it in the job description.
- Administrative Assistant: The job description put into the approved format was reviewed and revised, with input from Al as 1st Selectman.
- Tax Collector: not completed.

It was decided that Penny would update the job descriptions above as discussed, and provide a copy to each of the personnel involved, inviting input before the next meeting.

New Business

Next Steps:

- Further review of updated building official & administrative assistant job descriptions
- Review personnel file checklist and policies & procedures with 1st Selectman

Determine next job descriptions to review

- Tax Collector
- Treasurer

Set next meeting date

The Committee decided to meet again on Monday, 1/14/13, at 10am.

Adjournment

The meeting was adjourned at 11:48am.

Respectfully submitted,

Kathi Newcombe

Board of Finance Recording Clerk