

Town of Hampton
Board of Finance HR Committee
Special Meeting Minutes
Tuesday, April 2, 2013
Hampton Town Hall
10:00 am

Call to order

The meeting was called to order at 10:05am.

Members present: Margaret Haraghey, Penny Newbury.

Members absent: Dan Meade.

Review/approval of minutes

Margaret moved and Penny seconded to approve the minutes of the 3/28/13 meeting; motion passed unanimously.

Old Business

Further review of updated job descriptions

- Public Works Supervisor. The Committee reviewed the latest version of the Public Works Supervisor job description which was updated from comments from the previous meeting along with a comparison to past job descriptions from Hampton and Brooklyn, along with input from the Public Works Supervisor. Questions about the Emergency Storm Response System were resolved with input from the Supervisor.

New Business

Next Steps

- None.

Determine next job descriptions to review (put into standard format)

- Public Works Laborer
- Public Works Operator

Set next meeting date

The next meeting will take place on Tuesday, April 9th at 10am.

Adjournment

The meeting was adjourned at 10:38am.

Respectfully submitted,

Kathi Newcombe, Board of Finance Recording Clerk