

Town of Hampton  
Board of Finance HR Committee  
Special Meeting Minutes  
Thursday, July 11, 2013  
Hampton Town Hall  
7pm

Call to order

The meeting was called to order at 7pm.

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

Also present: First Selectman Al Cahill, as ex-officio member.

Members absent: None.

Review/approval of minutes

Margaret moved and Dan seconded to approve the minutes of the 6/27/13 meeting; motion passed unanimously.

Old Business

Final review of job descriptions

- First Selectman. This job description was reviewed by the First Selectman and is complete.

Further Review of job descriptions (put into standard format)

- Town Clerk. The Town Clerk provided feedback on the job description, correcting a few items and questioning the "supervision" portion; appropriate adjustments were made, and the updated job description will be forwarded to the Town Clerk for final review.
- Selectman. This job description was reviewed by the First Selectman and is complete.
- Board of Finance member. This job description was reviewed by the Board of Finance Chair who made suggestions then incorporated into the job description; the updated job description will be forwarded to the Board of Finance Chair for final review.
- Constable. A first draft of this job description was reviewed. It will be forwarded to all the Constables for review and comment, and the statutes governing Constables will be researched.

New Business

Next Steps

- Registrar of Voters. Penny will put into standard format and send to the Registrars for review.
- Board of Education. Penny will send a sample job description in the standard format to the HES Superintendent and Board Chair for input.

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

- Zoning Board of Appeals (Dan)
- Board of Assessment Appeals (Margaret)

Set next meeting date

The next meeting will be determined once feedback from the various officials has been received.

Adjournment

The meeting was adjourned at 7:46pm.

Respectfully submitted,

Kathi Newcombe, Board of Finance Recording Clerk