

DRAFT

PRESENT: R. P. McDermott, Chairman; M. Kasprzak, C. P. Graham, Selectmen;
L. A. Ruest, Administrative Assistant

JOB INTERVIEWS – BOOKKEEPER AND SECRETARY TO PB/ZBA/BOS/AA:

The Board interviewed four candidates for the above positions and learned of their backgrounds, qualifications, experience and interest in the position. Applicants answered questions of the Board and held discussion with regard to the needs of the Town of Hampton Falls in these employment positions.

The Board explained that these positions are part-time, up to 8-10 hours per week for Bookkeeping working on Wednesdays and Fridays and 18 hours per week for Secretarial assistance working on Monday, Tuesday, and Thursday.

The Board emphasized the need for various office skills to include organization and attention to detail as well as the ability to work with numerous employees, officials and board members. It was also noted that attendance at Planning Board, Zoning Board of Adjustment and Selectmen's meetings will be required for the Secretarial position.

In closing, discussion took place with regard to pay rate and indication was made that references will be contacted.

Following the interviews, the Board acknowledged the need to add these two new part-time positions to the Town's pay plan.

MOTION: To go into non-public session in accordance with RSA 91-A:3, II. (A) Personnel discuss personnel at 3:25 p.m.

MOTION: C. P. GRAHAM
SECOND: M. KASPRZAK
UNANIMOUS

MOTION: To go out of nonpublic session and adjourn at 3:30 p.m.

MOTION: M. KASPRZAK
SECOND: C. P. GRAHAM
UNANIMOUS