

Approval
Vote 4-0-1
Absent - Ricki Carroll

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, October 1, 2012

Members Present: Beverly Chow ~~Ricki~~; Poullette Leukhardt (select board liaison); Priscilla Phelps, Dave DeHerdt, Chair

Absent: ^{Ricki}Carroll (finance committee liaison)

The meeting was called to order at approximately 6:38 PM.

1. Approval of Minutes.
 - a. The open meeting minutes of September 13, 2012, were presented for acceptance. Motion was made and seconded for acceptance with amendments. The vote three in favor, none opposed with Beverly Chow abstaining.
2. New Timesheet for Employees: Dave reported that Select Board member Ron Coler had reported that town treasurer requested additional information be added to the proposed timesheet. Ron had prepared a "melded" version of the timesheet and submitted it to the treasurer for review. The treasurer had emailed that the melded timesheet was satisfactory. This board reviewed the melded timesheet and motion was made and seconded that this version of the timesheet be accepted. Vote to accept the melded timesheet was unanimous.
3. Employee Performance Evaluation Form: Dave reported that at the last Select Board meeting Ron Coler expressed his concern that the proposed evaluation form needed more detail. Doug Field wanted more space added for supervisors to write in their comments. Ron said he would forward this board a sample evaluation form he had used in his business. Motion was made to table this issue until we receive Ron's sample evaluation form to consider. The motion was seconded and the vote was unanimous in favor of tabling the issue to a later meeting.
4. Personnel Policies and Procedure Manual: Beverly has incorporated Ricki's sections into the draft of the new policy manual. Dave suggested that it was time to compare the draft manual with the present manual being used in order to understand the extent of the changes made so far. It was agreed that perhaps printing a "compared" document in Microsoft Word would help.
5. OLD BUSINESS: It was agreed that Dave would send the executive administrator applicant from Conway a letter informing him of the Select Board's decision to offer the job to Mary ~~Fitzgibbon~~. ^{Fitz-Gibbon.}

6. NEW BUSINESS: Dave informed the board that he would be ending his service on the board at the end of November 2012. He voiced the need to address his law practice workload.
7. Future Meetings: It was agreed that the board would next meet on Thursday, October 11, 2012 at 6:30 pm.

There being no other business before the board, motion was made and seconded that the meeting be adjourned. The vote was unanimously in favor.

The meeting was adjourned at approximately 8:45 PM.

Attached Documents:

Melded Employee Timesheet

Submitted by,

Dave DeHerdt

Town of Ashfield, MA

TIME SHEET

Employee Name: _____ Title: _____ Account #: _____

Department: _____ Supervisor: _____

Week Ending _____

HOURS	FRI	SAT	SUN	MON	TUES	WED	THUR	TOTAL
Regular								
Overtime								
Holiday								
Sick								
Personal								
Vacation								
Other ¹								
Total								

Week Ending _____

HOURS	FRI	SAT	SUN	MON	TUES	WED	THUR	TOTAL
Regular								
Overtime								
Holiday								
Sick								
Personal								
Vacation								
Other ¹								
Total								

¹Please describe the nature of hours list as "other".

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____