

Approval 10/25/12
Vote 5-0-0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, October 11, 2012

Members Present: Ricki Carroll (finance committee liaison); Paullette Leukhardt (select board liaison); Priscilla Phelps, Beverly Chow, and Dave DeHerdt, Chair

Dave called the meeting to order at approximately 6:38 PM.

Dave announced that he was recording the meeting.

1. Approval of Minutes: Dave presented the open meeting minutes of October 1, 2012, for acceptance. Motion was made and seconded for acceptance with amendments. The motion passed, 4 in favor, 0 against, with Ricki abstaining.
2. Letter from Citizen:

Dave reported that he had received an email letter from Deborah Nicholson. He asked members to review the letter before any discussion. After all members indicated they had read the letter, Dave suggested this Board first review its charge as set forth in the Town By-Laws. The Board discussed the specific authority granted it by the By-laws. A paragraph by paragraph analysis of Ms. Nicholson's followed and it was determined that none of the issues raised in her letter fell within the purview of this Board pursuant to the authority granted it by the Town By-Laws.

Beverly moved that this Board send a response to Ms. Nicholson explaining the Board's conclusion. Priscilla seconded the motion. During the discussion that followed, the members of the Board drafted a response and the vote was unanimous that the Chair send the Board's response, as drafted, to Ms. Nicholson.

3. Personnel Policies and Procedure Manual: The Board then proceeded to discuss the status of the changes to the Personnel Policies and Procedure Manual. Dave suggested that it was time to look at the newly proposed policies and compare the new manual to the existing manual in order to determine what more, if anything, was needed. Dave informed the board he had created a "compared" version of the manual which showed all deletions and additions made to the existing manual. He emailed the "compared" document to each member. The Board agreed each member would review the "compared" document and come to the next meeting prepared to discuss any changes they thought needed to be made. Priscilla handed out a sample of a "pay category" chart used in another Town for the Board to look over for the next meeting.

4. Future Meetings: The Board agreed it would next meet on Thursday, Oct. 18, 2012 at 6:30 p.m.

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

Dave adjourned the meeting at approximately 8: 40 PM.

Attached Documents:

1. Letter from Deborah Nicholson dated 10/10/2012
2. Board Response to Nicholson letter

Submitted by,

Dave DeHerd