

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, October 25, 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:

- a. Dave presented the open meeting minutes of October 11, 2012, for acceptance. Priscilla moved for acceptance with amendments and Ricki seconded. The motion passed unanimously.
- b. Dave presented the open meeting minutes of October 18, 2012, for acceptance. Ricki moved for acceptance and Beverly seconded. The motion passed unanimously.

2. Personnel Policies and Procedure Manual: The Board then proceeded to review and discuss the proposed pages 1-12 of the Personnel Policies and Procedure Manual. Recommendations included correcting several typographical errors, format and content changes. Dave said he would incorporate the changes as discussed by the Board.

It was agreed that at the Board's next meeting members would review and discuss page 12, starting with article VII Disciplinary Policy to "Appendix A"

3. Clarification of Ron Coler's offer: Paullette clarified Select Board member Ron Coler's offer regarding the proposed employee evaluations. This Board thought that Ron was offering to provide us with a sample evaluation form to consider. Instead, Ron offered to provide the Board with a sample evaluation procedure.
4. Town Clerk's Request: Dave reported that he received an email from Town Clerk requesting the issue related to removing her pay status from this Board's agenda. Dave said he did not know what issue she was referencing. Paullette clarified that at the last Select Board meeting, the Town Clerk requested the Select Board change her position to a salaried position. The SB had referred the matter to this Board. Dave said he would follow-up with Town Clerk to verify this was the issue referenced by her email.

5. Upcoming Special Town Meeting: Paullette inform this Board that a Special Town Meeting will take place on December 11, 2011.
6. Future Meetings: The Board agreed it would next meet on Thursday, November 1, 2012 at 6:30 p.m. and that all members would review pages 12 - "Appendix A" of the proposed Personnel Policy and Procedures Manual for discussion at the next meeting.

There being no other business before the board, motion was made and seconded for adjournment. The vote in favor was unanimous.

Dave adjourned the meeting at approximately 9: 25 PM.

Attached Documents: *None*.

Submitted by,

Dave DeHerd