

Accepted: 7/10/2013

Voted: 4 - 0 - 0

## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, June 27, 2013

Members Present: Paullette Leukhardt (SB Liaison), Beverly Chow, Priscilla Phelps, Dave DeHerd, chair.

Members Absent: Ricki Carroll (FinComm liaison).

Dave called the meeting to order at approximately 6:55 PM.

### 1. APPROVAL OF MINUTES:

- A. Dave presented the Minutes of June 13, 2013 for acceptance. Priscilla moved the minutes be accepted as written. Beverly seconded the motion. The minutes were accepted unanimously. *Vote: 4-0-0.*
- B. Dave presented the Minutes of June 20, 2013 for acceptance. Discussion occurred regarding typographical errors and changes proposed. Priscilla moved the minutes be accepted as amended. Paullette seconded the motion. The Board unanimously accepted the minutes, as amended. *Vote: 4-0-0.*

### 2. FISCAL YEAR CALENDAR:

Dave reported he removed possible email addresses he thought might cause the unintended sharing of posted events with the Town Google calendar. Nevertheless, the problem persists. He will continue troubleshooting the issue. He will also block out the project timelines agreed upon at prior meetings.

### 3. PERSONNEL POLICIES AND PROCEDURE MANUAL (PPP):

Dave provided the Board with a final status of final changes and incorporation of remaining policy sections to the PPP. He thought the proposed modifications to the PPP would be ready for final review by the Board at its next meeting. He suggested incorporating the Town By-laws as an appendix. The other members thought doing so was a good idea.

Priscilla provided the members with copies of the MIIA Employee Assistance Program (EAP) flyers. (Document List #1). The materials relate to the proposed Drug and Alcohol policy. The members will consider these materials and decide at the next meeting whether to incorporate them as an appendix to the PPP.

Dave reported he located the current Town motor vehicle policy approved by the Select Board in 2008. (Document List #2). He will incorporate this policy into the PPP.

Dave will email the final version of the proposed PPP to the members before the next meeting so the Board can make its final review of the proposed changes and prepare the PPP for submission to the Select Board for its approval.

4. **BOARD REORGANIZATION:** Dave suggested the Board reorganize in light of his resignation effective July 1, 2013. He will be submitting his letter of resignation to the Town Clerk and Select Board next week. Discussion occurred amongst the members regarding available time and comfort level each individual had with potentially assuming the role of Chair. The Board reacquainted itself with the Town By-laws to determine what offices it must vote. It determined a Chair and Secretary were necessary.

Paullette moved Priscilla become the next Chairperson. Dave seconded the motion. *The motion passed by a vote of 3-0-1 with Priscilla abstaining.*

Paullette moved to table the vote for Secretary until its next meeting when Ricki would be present. Dave seconded. *Motion to table passed unanimously.*

Paullette raised the issue of remaining reappointments to the Board. Although the appointments were required to be staggered, pursuant to the Town By-laws, Dave stressed the need to insure that no three (3) members ever be appointed on the same cycle as this would risk the loss of a quorum. Paullette will bring this to the attention of the Town Clerk and the Select Board.

5. **MAIL:** Dave presented the Board with a letter he received from a citizen. (Document List #3). The citizen wanted clarification regarding who was ultimately responsible for responding to public record requests. After a brief discussion about the confusion the present system is causing those who make public records request, Dave suggested perhaps the Select Board should establish a standard operating procedure (SOP). However, he noted any SOP could not relieve the Town Clerk of ultimate responsibility because state statute mandates her role as the official keeper of records for the Town.

Priscilla volunteered to send a response to the citizen. Paullette moved the Board send a response to the citizen informing her of the Board's receipt of her letter. Dave seconded the motion. *The motion passed by a vote of 4-0-0.*

6. The members agreed to meet next on ~~Thursday~~ <sup>wednesday</sup>, July 10, 2013 at 7:00 p.m.
7. There being no other business before the Board, motion was made and seconded to adjourn the meeting. The vote in favor was unanimous.

Priscilla adjourned the meeting at approximately 8:15 PM.

**Document List:**

1. MIIA Employee Assistance Program (EAP) flyers. (PB file cabinet)
2. Town motor vehicle policy approved y the Select Board in 2008 (PB file cabinet)
3. Citizen Letter (PB file Cabinet)
4. Posted Agenda (Attached)

Submitted by,

Dave DeHerd

#1

**R. DAVE DEHERDT**  
**ATTORNEY AND COUNSELOR AT LAW**

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July 1, 2013

Town Clerk  
Town of Ashfield  
Town Hall, Main Street  
Ashfield, MA 01330

Madam Clerk:

Kindly accept this letter as notice that I am resigning my appointment to the Ashfield Personnel Board effective immediately.

Thank you for your anticipated assistance.

Very truly yours,



R. Dave DeHerd

cc: Select Board ✓  
Personnel Board

## **Ashfield Personnel Board Meeting Notice**

**When:** Thursday, 27 Jun 2013 06:45 pm      **Posted:** 6/25/13 @ 10:41 am  
**Where:** Ashfield Town Hall, 412 Main Street, Ashfield MA 01330  
**Submitted:** 2013-06-25 8:56 am      **Contact:** Dave DeHerdt 376-8000

### **Meeting Purpose / Agenda**

1. Open the Meeting (Chair)
2. Appointments (if any)
3. Review and approval of minutes from previous meetings
4. Google Calendar
5. Personnel Policies and Procedures Manual
6. Reorganization
7. Job Descriptions
8. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
9. Upcoming Meetings
10. Public Forum
11. Executive Session (if needed)
12. Adjourn the Meeting