

Accepted: 8/1/2013

Voted: 3-0-0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Wednesday, July 17, 2013

Members Present: Priscilla Phelps (Chair), Poullette Leukhardt (Select Board Liaison), Ricki Carroll (Finance Committee Liaison), Beverly Chow

Priscilla called the meeting to order at approximately 7:02 p.m..

1. Approval of Minutes: Ricki presented two (2) July 10, 2013 sets of minutes for comparison: one version with more and one with less details. Motion to accept the more detailed version as amended by Priscilla, seconded by Poullette, passed unanimously 4-0-0.
2. Poullette explained the meeting date change from the 16th to the 17th, as an oversight in planning.
3. Ricki presented the cover page for the front of the Board's Document Lists binder.
4. Vacancy: Ricki to submit information for publication by the Ashfield News about the vacancy on the Board.
5. Mary Fitzgibbon inquired when the PPP would be ready for the Select Board and if a red-lined copy would be available. She was informed there would be no red-lined copy since this was an entire rewrite which the Board expects to finish by September. The Board advised her an attempt to make a red-lined copy would be an over complicated process and unnecessary in this case.
6. Personnel Policies and Procedure Manual: We reviewed and corrected pages 10-17. Next meeting will begin at page 18, Medical Insurance.
7. Future Meetings: The Board agreed to meet Tuesday, July 25, 2013 at 6:30 p.m., and at 6:30 p.m. August 1st, 8th and 15th.
8. There being no other business before the Board, motion to adjourn by Ricki at 9:28, Beverly seconded, and the motion passed unanimously. 4-0-0.

Priscilla adjourned the meeting at 9:30 p.m.

Submitted by,

Ricki Carroll

DOCUMENT LIST:

None

Ashfield Personnel Board Meeting Notice

When: Wednesday, 17 Jul 2013 07:00 pm Posted: _____

Where: Ashfield Town Hall, 412 Main Street, Ashfield MA 01330

Submitted: 2013-07-13 6:24 am Contact: Priscilla Phelps 628-4655

Meeting Purpose / Agenda

1. Open the Meeting (Chair)
2. Statement of audio/video recordings
3. Appointments, if any
4. Review and approval of minutes from previous meetings
5. Personnel Policies and Procedures Manual
6. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
7. Upcoming Meetings and Agenda Items
8. Executive Session, if needed
9. Adjourn the Meeting