

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Approval 1/31/13
Voted Unanimous

Thursday, January 24, 2013

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 he was recording the meeting.

1. Approval of Minutes: Dave reported the minutes of January 17, 2013 were not yet ready.
2. Personnel Performance Evaluation Form: The Board discussed the changes to the proposed Personnel Evaluation form. All agreed some further modification of the form was required. Ricki will make the proposed changes. This matter will be placed on the next meeting's agenda.
3. Policy and Procedures Manual: Priscilla informed the Board she thought the document provided by Dave last week did not include all the changes agreed to at past meetings. Dave agreed to print out all his versions and bring them to the next meeting. This matter will be placed on the next meeting's agenda.
4. Annual Town Report: Dave presented his draft of the Board's calendar year report for inclusion in the Annual Town Report. The Board agreed that each member would email further changes/additions to Dave before the Board's next meeting. A final review and vote will occur then.
5. Budget Request: The Board briefly discussed formally submitting a budget request to the Select Board. The Board voted to submit a request for \$250.00 to pay for the anticipated printing costs of the Revised Policy and Procedures Manual. Dave thought, because this issue was not posted on this meeting's agenda, the budget request must be discussed and voted at the next meeting after proper posting.
6. Future Meetings: The Board agreed it would next meet on Thursday, January 31, 2012 at 6:30 p.m.

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

Dave adjourned the meeting at approximately 8: 01 PM.

Submitted by,
Dave DeHerdt