

Accepted: 2/21/2013 Voted: 5 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, February ~~January~~ 14, 2013

Members Present: Paullette Leukhardt (select board liaison), Priscilla Phelps, Beverly Chow, and Dave DeHerdt, Chair (Absent: Ricki Carroll, Finance Committee Liaison)

Dave called the meeting to order at approximately 6:57 PM.

Dave announced he was recording the meeting.

1. Approval of Minutes: Dave presented the minutes of January 31, 2013 for review. Priscilla moved to accept the minutes as written. Paullette seconded the motion. The Board voted and unanimously approved the motion.
2. Personnel Performance Evaluation Form: The Board reviewed and discussed the final changes to the proposed Personnel Evaluation forms. Beverly moved that we submit the forms, as written, to the Select Board for final approval. Priscilla seconded the motion. The Board voted and unanimously approved the motion. Dave will submit the forms to the Select Board.
3. Budget Request: The Board briefly discussed the Select Board Schedule for considering the Personnel Board FY 2014 budget request. Beverly noted the Select Board would consider the Personnel Board budget request on March 13, 2013.
4. Town Policies and Procedures Manual: The Board next turned its attention to the Policies and Procedures Manual. Members reviewed the combined document prepared by Dave reflecting the differences between Dave and Priscilla's versions. The Board considered each difference and decided which version to accept.
5. Future Meetings: The Board agreed it would next meet on Thursday, February 21, 2013 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 9:05 PM.

Submitted by,
Dave DeHerdt

Document List:

Final Version of Employee Performance Review Form
Final Version of Employee Performance Review Response Form