

Accepted: 4 / 25 / 2013

Voted: 4 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, April 18, 2013

Members Present, Priscilla Phelps, Beverly Chow, Dave DeHerdt (Chair).

Absent were Paullette Leukhardt (Select Board Liaison) and Ricki Carroll (FinComm Liaison).

Dave called the meeting to order at approximately 6:45 PM.

Dave announced he was recording the meeting.

1. Approval of Minutes: Dave presented the open meeting minutes of April 11, 2013 for acceptance. Beverly proposed amendments to the minutes. Beverly moved to accept the minutes as amended. Priscilla seconded. The motion passed unanimously
2. Town Job Descriptions: Dave proposed sending all Town departments a letter requesting them to provide the Board with the ^{most} up-to-date job descriptions they have on record. Beverly volunteered to write such a letter to each department. Members created a list of departments. Beverly will deliver the letters via each department's mail slot in the assistant municipal clerk's office. Dave said he would place this item on the next meeting's agenda.
3. Librarian Contract: Dave reported he had received a voice mail response from the Town Treasurer regarding ~~the~~ Ricki's request^{ing} an additional pay stub. In her voice message, the Treasurer said she thought this Board misunderstood her initial request. She indicated she only wanted the Board to ensure the sick leave policy was clear in terms of how employees accrued sick leave, and the limitation on carrying sick leave over into a subsequent fiscal year. Dave suggested the Board take no further action regarding the Librarian's sick leave accrual. All members present agreed. The Board placed all Librarian contract information in a folder inside the Board's file drawer in the small conference/meeting room.
4. Personnel Policies and Procedure Manual: The Board then proceeded to discuss the status of the changes to the Personnel Policies and Procedure Manual (PPP).
 - Dave placed those sections modified by the Board at its last meeting in the PPP folder located in the Board's file cabinet drawer.
 - Dave passed out copies of the PPP manual (in progress) including the changes/modifications proposed by the Board at its April 11, 2013 meeting.

- The Board discussed pages 27-35 of the proposed changes to the PPP up to the section entitled "Appendix B." Dave reported he had already incorporated the changes to the "sick leave" provision pursuant to the Board's discussion with the Town Treasurer at its March 21, 2013 meeting. The Board reviewed all sections under the topic of "benefits" with individual members suggesting various changes to syntax, grammar, and organization of those sections.
 - There was a brief discussion regarding the procedure by which the Select Board will approve the proposed modifications to the PPP. All members agreed Town Counsel reviews any proposed changes. Dave said prior to the Select Board approving any changes they would most likely send the PPP to Town Counsel for review.
 - Dave informed the members he had sections entitled "Conflict of Interest Policy" and "Whistle-blower Policy" which someone had edited several months ago. He said he would email copies to everyone so they could look over the proposed changes and discuss them at the next meeting.
5. Future Meetings: Dave informed the Board he could not attend meetings if scheduled for the next two weeks. The Board outlined the agenda for its next meeting. The Board agreed it would next meet on Thursday, April 25, 2013 at 6:30 p.m.
6. Public Comment: Mary Fitzgibbon remarked she did not like how the Minutes of March 21, 2013 referred to her as "interjecting." She also thought the Minutes inaccurately represented her as having "meeting in the small conference room might be a violation of the Open Meeting Law." She said she in fact did not think meeting in the small conference room constituted a violation of said law.

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 8:45 p.m.

Attached Documents:

1. Copy of Select Board Minutes for March 21, 2013.
2. Copy of Select Board Minutes for April 11, 2013.
2. Binder containing job descriptions and table of contents.
3. Pages 27-35 of the proposed changes to the PPP Manual.

Submitted by Dave DeHerd