

Accepted: 5/23/2013

Voted: 4 - 0 - 0

## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, May 9, 2013

Members Present: Ricki Carroll (FinComm liaison), Paullette Leukhardt (SB Liaison), Priscilla Phelps, Dave DeHerdt, chair.

Members Absent: Beverly Chow.

Dave called the meeting to order at approximately 6:52 PM.

Dave announced that he was recording the meeting.

### 1. Approval of Minutes:

- A. Dave presented the open meeting minutes of April 25, 2013 for acceptance. (Document #1). Priscilla moved to accept the minutes. Ricki seconded. The motion passed, three (3) in favor, 0 against, with Dave abstaining.
- B. Dave presented the open meeting minutes of May 2, 2013 for acceptance. (Document #2). Ricki moved to accept the minutes as amended. Priscilla seconded. The motion passed, three (3) in favor, 0 against with Paullette abstaining.

### 2. Discussion of Issues Relating to Personnel Board raised at ATM:

Dave described the discussion and issues raised at the ATM. Specifically the question of raises given to employees without sufficient research and support. The ATM queried what board/committee would be responsible to conduct such research. Dave directed the Board's attention to the Town by-laws at page 18. (Document #3) He read aloud the five charges given this Board in the bylaws. This Board agreed it is our responsibility to look at town positions and proposing appropriate pay and hours to the Select Board. The Board discussed how to go about assessing positions and appropriate wages. Members generally agreed that the process should include identifying similar size towns with similar positions and comparing their wages to those paid by Ashfield. Dave suggested the Board should not propose a specific wage but should propose a wage range. It would then be up to the Select Board to decide what exact wage is appropriate for a specific position.

The Board next discussed the need to establish a FY calendar reflecting tasks to be completed each year. A brief discussion occurred about using Gmail or MS Outlook for the calendar format. Dave will put this on next week's agenda for further discussions.

3. Job Descriptions:

The Board next determined if all town departments had submitted copies of their most current job descriptions. The highway department did submit several job descriptions to the Board. Dave suggested scanning the department job descriptions along with the highway dept. job descriptions already in the three-ring binder and then running a comparison check to determine if any differences exist. (Document #4)

4. Email Communications

Dave brought this issue to the Board because a question had arisen regarding whether two (2) members of this board deliberating an issue via email while other members monitored, but did not join in, the discussion constituted an OML violation. Dave said he did not think it did because the OML only prohibits a Quorum of a board from deliberating outside of a posted meeting. However, since a OML training for all town officials will occur on May 15, 2013, Dave asked those who were planning to attend to ask this question of the presenters. Paullette agreed to do so. The Board will revisit this issue at the next scheduled meeting.

5. Personnel Policies and Procedure Manual:

The Board then proceeded to discuss the status of the changes to the Personnel Policies and Procedure Manual. The members looked at the sections on "conflict of interest" and "whistleblowers." Paullette reported ~~that~~ these sections had been reviewed and the proposed changes were marked (red markings were changes still needing to be incorporated). Priscilla recommended place<sup>ing</sup> a note in Section V (f) referencing the reader to the conflict of interest section. Paullette clarified what language to include as paragraph 2 of the conflict of interest policy. (Document #5).

The Board then reviewed the Equal Opportunity section. We discussed the proper location of this section in the PPP. Priscilla and Paullette recommended some language changes. Dave will incorporate them. However, he did raise his concern about making too many changes to this section since it could alter its legal meaning.

Next discussion concerned the town motor vehicle policy. Dave reminded the members about the updated policy voted by the Select Board in May 19, 2008. He suggested comparing the 2008 policy to the policy in the current PPP to ensure it is the current policy.

Dave thought the Board needed to look at the model policy sections used to modify the remaining sections of the PPP. He will email copies of the model sections to all members for review prior to the next scheduled meeting.

6. Future Meetings: The Board outlined the agenda for its next meeting. The Board agreed it would next meet on Thursday, May 16, 2013 at 6:45 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.

Dave adjourned the meeting at approximately 8:40 PM.

Document List:

1. Minutes of April 25, 2013 (see minutes book)
2. Minutes of May 2, 2013 (see minutes book)
3. Town By-Laws pp. 18-20. (available on town website)
4. Highway Dept. submitted job descriptions. (PB file cabinet)
5. Proposed changes to Conflict of Interest and Whistleblower sections (PB file cabinet)

Submitted by,

Dave DeHerd