

**Town of Ashfield**  
**Select Board Minutes**

**July 29, 2014**

The Ashfield Select Board meeting was held on Tuesday July 29, 2014 at the Ashfield Town Hall at 7:00 P.M. There were approximately 1 audience member in attendance. There were 5 audio recorders in use.

**Previous Select Board meeting was July 28, 2014.**

**Select Board:** Tom Carter-Chair, Ron Coler-Vice Chair, Todd Olanyk

**Executive Administrator:** Mary Fitz-Gibbon

**Assistant Municipal Clerk/Scribe:** Lynn Taylor

**Personnel Board Members:** Priscilla Phelps-Chair, Ricki Carroll, Wayne Farrell, Jennifer Markens.

Agenda for 7/29/2014 (**document 1**)

Meeting was called to order by Tom Carter-Chair at 7:00 P.M.

Ricki Carroll spoke at the beginning of the meeting regarding the audience being more inclusive in the meeting. Her feeling was that Paullette Leukhardt and Beverly Chow put many hours into helping with the handbook and if they had things to add or questions needed to be answered they should be able to contribute. Tom Carter advised that at the last meeting both Beverly and Paulette contributed to the meeting when they had something to add.

The purpose of this meeting is to continue reviewing the Personnel Policies & Procedures Handbook ( latest version dated 10/24/2013)(**document2**) with the Personnel Board. Tonight the Boards worked on sections VI- IX. Throughout the discussion changes were made as needed and agreed upon by the Boards. A few of the sections the Boards decided to have Town Counsel review.

**An item not reasonably anticipated by the chair 48 hours in advance:**

Town Clerk needs Warrant for the September 9, 2014 State Primary signed tonight in order to meet her deadlines for posting. Carter reads the Warrant into the record. **(document 3)** Board agrees to sign and the Warrant is signed by the Board members.

Next Select Board Meeting will be August 11, 2014 @ Ashfield Town Hall

Coler makes a motion to adjourn, seconded by Olanyk. VOTE: 3-0-0

Meeting Adjourned @ 9:30 P.M.

### **Document List**

1. Agenda for meeting 7/29/2014
2. Personnel Policies & Procedures Handbook version dated 10/23/13
3. Warrant for the September 9, 2014 State Primary
- 4.

Note: These minutes were discussed, amended, and approved at the Select Board meeting dated 8/11/2014 and filed in the folder of the actual date of the said minutes

**APPROVED AS AMENDED 8/11/2014 2-0-0**