

OPENING MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

JULY 5, 2012

Members Present: Beverly Chow; Ricki Carroll (finance committee liaison); Paullette Leukhardt (select board liaison); Dave DeHerdt, Chair

The meeting was called to order at approximately 6:34 PM.

1. Dave announced that meeting was being tape recorded.
2. Approval of Minutes. The minutes of May 24, 2012 were presented for acceptance. Ricki pointed out that Paullette's name was misspelled. A misspelling was also identified in paragraph 4. Ricki moved that the minutes be accepted as amended. Paullette seconded. Motion passed: 3 in favor, none opposed with Beverly abstaining.
3. Reorganization. Dave asked if everyone had been reappointed and sworn. Paullette explained that there had been a mix-up with the reappointment list so that to be safe the Select Board had reappointed Beverly for 2 years, Dave 1 year, Paullette 1 year, Ricki 1 year. Paullette informed the board that Town Clerk would come to one of our meetings, if requested, to administer the oath of office to everyone.

Dave then asked if there was a motion that the board reorganize. Paullette moved that Dave be appointed as Chair for the new fiscal year. The motion was seconded. Dave inquired if there were any other nominations, hearing none, the motion was passed 3 in favor, none opposed with Dave abstaining.

4. Executive Administrator Applications. Dave reported that the Executive Administrator position had been posted in the Greenfield Recorder and Hampshire Gazette, and the Town Website on June 1, 2012. Paullette reported that five applications have been received on or before the deadline of June 30, 2012. After a brief discussion regarding how to keep applicants' names confidential until after the final interviews, it was agreed that the applications would be numbered 1-5 and that any reference to a particular application during this meeting should be by number. The members of the board then reviewed each application. Discussion occurred among the board regarding the completeness, strength and weaknesses of each candidate. The members then voted on each applicant to determine which, if any, would be offered a preliminary screening interview.

Applicant #1: No motion was made to offer this candidate an interview.

Applicant #2: Motion was made, seconded and unanimously approved to offer this candidate an initial interview.

Applicant #3: Motion was made, seconded and unanimously approved to offer this candidate an initial interview.

Applicant #4: No motion was made to offer this candidate an interview.

Applicant #5: Motion was made, seconded and unanimously approved to offer this candidate an initial interview contingent upon the applicant submitting a completed, signed employment application form.

Motion was made, seconded and unanimously approved that Ricki contact Applicants nos. 2, 3, and 5 and schedule the interviews for July 12th with an alternate date of July 13th between the hours of 6:00 PM and 9:00 PM. Ricki would also inform #5 on the contingency.

A brief discussion followed concerning how to insure that the applications and the identity of the applicants be protected and kept confidential. It was agreed that Dave would take all the applications and return them to the Town Hall Vault tomorrow.

5. Preliminary Screening Interview Format And Questions. The board then discussed the anticipated format and length of the preliminary screening interviews. A set of six standard questions to be asked each interviewee were drafted. (See Exhibit 1 to these minutes).

There being no further business before the board the meeting was adjourned at approximately 9:34 PM.

Submitted by,

Dave DeHerdt