

**MEETING MINUTES OF ASHFIELD PERSONNEL BOARD**  
**September 13, 2011**

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

The meeting was called to order at 6:40 PM.

1. Changes proposed to minutes. Motion to accept the Minutes of August 30, 2011 with changes as discussed was made and seconded. Motion passed unanimously.
  
2. **Old Business**
  - Assistant Municipal Clerk Job Posting: Dave reported that the select board had approved the new job description and that Mary Fitzgibbon would be posting the position in the newspapers beginning this past Saturday and that the deadline would be stated as being September 16, 2011. Ricki reported that four applications had been received so far.
  
  - Paulette reported that the town clerk was willing to participate in the screening interviews but was concerned about how her knowing many of the applicants personally might affect her participation. The board discussed the fact that many of the applicants could be town citizens and therefore knowing many of the applicants personally could be unavoidable. The board agreed that the circumstances would merely require the board to be completely fair and objective when applying the same standards to each application.
  
  - Each board member conducted an initial review of the applications received to date.
  
  - The board agreed that the applications will be reviewed at our next meeting on Tuesday, September 20, 2011, and that we would decide which applicants to schedule for preliminary interviews. We also agreed that at that time we would look at a possible start date for the successful applicant. Board then discussed the manner in which all applications would be stored pending the board's review and decision regarding the applications. It was agreed that all application materials would be stored in the personnel file under lock and key.
  
  - The board discussed what probationary period would be required for the successful applicant regarding the assistant municipal clerk position. Paulette reminded the board that we had discussed probationary periods for all town

positions of 3 to 6 months. The board agreed that the recommended probationary period for the assistant municipal clerk position should be three months. This period will have to be agreed upon by the select board.

### 3. **New Business:**

- Employment Application Form: The board discussed the outdated nature of the present employment application that is posted on the website. Ricki pointed out that many people who are applying for the assistant municipal clerk position had reported to her that they had been unable to download a copy of the application from the website. Ricki suggested that perhaps modifying the application so that it could be filled in online without the need to download a hard copy. Dave volunteered to update the application and make it a fill-in form.
- Old Personnel Board Binder: Ricki provided the board with a binder that was found in the town clerk's office which contained materials from the prior personnel board. One of the items contained in the binder was a booklet containing guidelines for municipal personnel boards. Dave expressed concern that the book may be outdated because of its copyright date of 1994. Ricki volunteered to confirm that the booklet was most recent.

Next meeting scheduled for Tuesday, September 20, 2011 at 6:30 p.m.

Meeting was adjourned at 7:15 p.m.

Submitted by R. Dave DeHerdt