

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD
September 27, 2011

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

The meeting was called to order at approximately 6:35 PM.

1. SCHEDULING APPLICANT INTERVIEWS FOR ASSISTANT TOWN CLERK POSITION – The board discussed dates that all members were available to conduct interviews of applicants for the assistant Town Clerk position. The members decided that all interviews can be conducted on the same day. It was decided that the interviews would be conducted on Wednesday, October 5, 2011 beginning at 12 noon. It was agreed that one alternate date of Tuesday, October 4, 2011 would be made available in case an applicant was not available on October 5, 2011. Ricki agreed to call each of the four applicants and inform them of their respective interview time. She will also send each person a confirming email.

The board next discussed whether to conduct interviews in executive session. It was agreed that because the interviews were preliminary in nature conduct them executive session was appropriate. A brief discussion took place regarding the appropriate procedure that needed to be followed for executive session. Paulette suggested that meetings be posted for both October 4, 2011 and October 5, 2011.

2. APPROVAL OF MINUTES:

Motion was made and seconded to approve the Minutes of September 20, 2011 with changes. Motion passed unanimously.

3. PREPARATION OF INTERVIEW QUESTIONS:

As its next order of business, the board, utilizing the Handbook for Massachusetts Municipal Personnel Boards, 1995 edition, as a guide, discussed and formulated uniform questions that would be asked of each applicant during their interview. As part of the interview the board agreed a practical test of skills would also be given to each applicant. Members decided which questions would be asked by each member.

There being no other business before the board the meeting was adjourned at approximately 8:15 PM. Next scheduled meetings will be on October 4, 2011 (if needed) and October 5, 2011

Submitted by,

Dave DeHerdt