

Approval 8/30/11  
3-0-0

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

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

Members Absent: Kit Nylan

The meeting was called to order at approximately 6:30 PM.

1. Motion to accept the Minutes of June 27, 2011 was made and seconded. Motion passed unanimously.
2. Motion was made to acknowledge the resignation of Kit Nylan as a member of this Board. The resignation acknowledged will be forwarded to SB for acceptance.
3. **Old Business**
  - a. Board Vacancies: Dave reported that he spoke with Nan Parati and she indicated that she would agree to serve as a member on this Board. Nan will have to be presented to the SB for appointment. One vacancy will remain after Nan is appointed.
  - b. Reorganization: Motion was made and seconded that Dave become the new chair of the Personnel Board. Motion carried 2 in favor with Dave abstaining.
  - c. Job Descriptions: Paullette reported that the SB requests this Board to complete its review/rewriting of the Assistant Town Clerk and Executive Administrator job descriptions. The SB is anxious to post the two positions since the present appointments were made on an interim basis. It was agreed that each town hall employee should look over their own job description and inform this Board by Thursday, July 23<sup>rd</sup> if she believes any changes are needed. Rikki agreed to inform the town hall employees and collect the job descriptions before our next meeting.
  - d. Personnel Policies: Dave reported that the policies of other towns are not online and that if we still want to look at them before updating Ashfield's policies, we will have to go to individual town halls and obtain a hard copy. Dave did look at some policy manuals used by universities and thought they would make good

models. Paullette said she would obtain a copy of such a Staff Handbook for us to look over at our next meeting.

4. **New Business.**

- a. With the reconstitution of the Personnel Board, Dave suggested that it might be a good idea to review scope of authority held by the Board. It was agreed that this would be placed on a future agenda.

Meeting was adjourned at 8:15 p.m.

Submitted by R. Dave DeHerdt