

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

August 30,

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

Members Absent:

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

1. Motion to accept the Minutes of July 13, 2011 was made and seconded. Motion passed unanimously.

2. **Old Business**

- **Assistant Municipal Clerk Vacancy:** Paullette reported that the Select Board (SB) was anxious to post the Assistant Clerk position in town hall recently vacated by Nancy Intres. All members agreed that this would be the central focus of this meeting.

1. Dave raised the question of what role, if any, the personnel board (PB) would play in the selection of candidates for this position. Paullette stated it was the SB desire that the PB would review all the applications, conduct preliminary interviews, and submit final candidates to the SB for final interviews. All members of the PB agreed that during preliminary interviews a member of the town hall staff should participate since the successful candidate will need to understand the present configuration of the town hall staff. It was agreed that Nancy Dunn would be the logical choice.

- **Job Description Update:** The members then directed their attention to updating the job description of the assistant clerk.

1. Agreed that title would become “Assistant Municipal Clerk” since this person would necessarily have to perform certain statutory duties of Town Clerk in her absence.

2. After reviewing and discussing the suggestions made by the Town Clerk, the members agreed that essential duties of the Assistant Municipal Clerk would be as follows:

- “Assists the public in the office or over the telephone; develops, prepares and processes forms and permits; researches files and records as required; collects monies and records action taken.
- Assumes all duties and responsibilities of the Town Clerk in her/his absence according to prescribed standards and procedures and subject to the requirements and penalties applicable to the Town Clerk (MGL Chapter 41, Section 19). Acts as media communications liaison.
- Responsible for retrieving all minutes from town boards and committees, e-mails minutes to requesting media outlets, and posts all such minutes to the town website.
- Assists Town Clerk with posting meeting notices to the town website, central calendar, and the public bulletin board along with insuring that public handouts and Town Hall bulletin boards are current and up-to-date.
- Completes billing vouchers.
- Responsible for picking up and sorting Town Hall drop box and United States mail.
- Orders and issues transfer station stickers.
- Obtains select board's Annual Report dedication; compiles the Annual Report, obtains quotes from various printers for Annual Report, and posts the Annual Report to the town website.
- Posts various application forms (dog license, transfer station stickers, etc.) to the town website
- Orders all office supplies for Town Hall.
- Writes thank you notes to volunteers.
- Ensures weekly removal of trash and recycling from town Hall by The Town Highway Department.
- Acts as liaison with town hall vendors including, but not limited to, computer repair, telephone repair, elevator repair, photocopier maintenance and repair, and Town Hall utilities.
- Operates cash register and produces turnovers to Treasurer.
- Ensures that entry walkway to Town Hall is cleared during inclement weather.”

3. Members agreed that since this position was to help insure that other town hall positions did not have to spend their allotted time addressing counter questions that the hours for the Assistant Municipal Clerk should be increased to a 19 hr/week position. Members believed this would insure coverage for all but one of the total hours during which town hall is open to the public.

4. Discussion occurred among the members about the level of computer other skills a successful applicant would have to possess. It was agreed that the following should be included in the new job description:

- “ability to work effectively and in a collaborative manner with Town officials and other Town Hall staff;

- training and experience in general office procedures, policies, and methods;
- knowledge in the use of general office equipment;
- strong verbal and written communication skills;
- knowledge of accounting theory, principles, and practices;
- knowledge of Charters and Zoning Ordinances;
- experience in dealing with the public;
- ability to use good judgment in the completion of a variety of work situations;
- ability to organize, multi-task, and plan work to meet deadlines;
- knowledge of local area networked (LAN) computer system along with thorough, working knowledge of programs including Microsoft Word, Microsoft Excel, Microsoft Outlook, database entry and data back-up utilities;
- ability to maintain confidentiality;
- ability to explain Town practices, policies, procedures, and ordinances to officials, public, and media;
- ability to analyze data and provide recommendations;
- ability to quickly acquire knowledge of municipal government and operations along with knowledge of state and local laws and regulations governing municipalities including financial administration;
- maintaining a professional appearance and providing a positive company image to the public.”

- Dave agreed to prepare the new job description, circulate it amongst the PB members, and, unless any member had some concerns or required changes, present it to the SB for final approval and posting at their next meeting presently scheduled for Wednesday, Sept. 7, 2011.

- Remaining PB vacancies: The members next discussed the need to fill the remaining vacancies on the PB. Dave suggested some names and volunteered to approach them to see if they would be willing to serve.

3. **New Business**

- Salary Equity: The members discussed the need to examine whether there was an inequity in salary levels between departments. Dave suggested this be placed on a future agenda. With the reconstitution of the Personnel Board, Dave suggested that it might be a good idea to review the scope of authority held by the Board. It was agreed that this would be placed on a future agenda.

Next meeting scheduled for Tuesday, September 6, 2011 at 7:00 p.m.

Meeting was adjourned at 9:00 p.m.

Submitted by R. Dave DeHerd