

Ayer Personnel Board

August 18, 2010

Ayer Town Hall

Present: Kathleen O'Connor, Chair; Andrew Crowley, Member; Lisa E. White, Clerk

Absent: Dennis Curran

Call to Order 7:05 p.m.

Andrew motions to accept minutes of March 9, Lisa second, unanimous vote in the affirmative.

Lisa motions to accept minutes of May 26, Kathleen second, Lisa and Kathleen vote in the affirmative, Andrew abstains.

Lisa motions to accept minutes of June 2, Andrew second, unanimous vote in the affirmative.

Andrew motions to accept minutes of July 21, Lisa second, unanimous vote in the affirmative.

Kathleen put forward the final draft of the Personnel Policies Manual with the letter to attach asking for comments to this Board by September 20. Minor edit to letter; Kathleen will update and email to Lisa for distribution. Lisa will copy and distribute the draft and letter tomorrow.

Project List: Kathleen will contact town administrator regarding the scheduling of a public hearing for the revised policy manual. Job descriptions review will begin this fall.

Andrew motions to adjourn at 7:40, Lisa second, unanimous vote in the affirmative.