

Ayer Personnel Board

November 17, 2010

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

Absent: Dennis Curran, Member

Call to order: 7:08 p.m.

Kathleen announced that this Board is on the Selectmen's agenda for Tuesday, November 23 with regard to the revised policies manual.

Discussion regarding job description updates and updating the compensation plan. Lisa will get pertinent information regarding non-union positions that need description updates. Kathleen will draft a cover letter asking said employees and their supervisors to provide updates on their responsibilities. The letter will be distributed on or about December 1, 2010.

Lisa will obtain a copy of the current compensation grid; Kathleen will invite Town Administrator Robert Pontbriand to attend our next meeting to begin updating said grid.

No meeting in December. Next meetings January 5 and 19, 2011.

Motion to adjourn at 7:35, Andrew seconds, unanimous in the affirmative.