

Ayer Personnel Board

February 16, 2011

Ayer Town Hall

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

This Board is on the Selectmen's agenda for March 1, time unknown, with regard to the updated Personnel Policies Manual.

Next meeting we will review Kathleen's cover letter requesting that all non-union employees review their current job descriptions and provide updates for this Board. Letters will go out March 15 with a requested response on or before April 15.

Next meetings scheduled for 3/2, 3/16, 4/6 and 4/20.

Motion to adjourn 7:50, vote is unanimous in the affirmative.