

Ayer Personnel Board

March 16, 2011

Town Hall

In Attendance: Andrew Crowley, member; Kathleen O'Connor, chair; Lisa E. White, clerk; Dennis Curran, member

Kathleen has the letters and current job descriptions for distribution to the Town staff. Lisa will distribute tomorrow.

This board has no job descriptions for Police Lieutenant and Director of Facilities Management. Kathleen will edit the letter accordingly, then Lisa will distribute.

Meeting scheduled for April 6 is cancelled.

This board will meet with the Selectmen on Tuesday, March 29 to finalize the revised Personnel Policies Manual.

Next meeting April 20.