

Ayer Personnel Board

April 20, 2011

Ayer Town Hall

In attendance:

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

Audience: Dan Nason, DPW Superintendent; Pam Martin, DPW Office Manager

Call to order 7:03 p.m.

Minutes of the April 14 meeting are reviewed. An edit is made to the third sentence to read "Request for reclassification as there is an increase in responsibilities and the position will be classified as a confidential employee". Dennis motions to accept the April 14 minutes as amended, Andrew seconds, the vote is unanimous in the affirmative.

Dan discusses the need for DPW Office Manager reclassification. The position title needs to change as the title "Office Manager" has been adopted by the union and may not be used outside of the union. The new responsibilities comprise approximately 40% of this position.

Dennis moves to reclassify the position of DPW Office Manager to DPW Operations Manager. Andrew seconds, vote is unanimous in the affirmative.

Using the reclassification tool provided by the Town, this Board worked through the process to achieve the reclassification.

Kathleen will email this Board with reclassification results, then forward to the Town Administrator and Dan Nason.

Adjourn 9:32