

Ayer Personnel Board

May 4, 2011

Ayer Town Hall

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

Absent: Dennis Curran, member

Call to order 7:03 p.m.

Andrew moves to accept the minutes of the April 20 meeting, Lisa seconds, vote is unanimous in the affirmative.

All the job descriptions and corresponding suggested updates that were received by this Board are reviewed. Lisa has been tasked to follow up with the Town Administrator for answers to the following questions: 1) Which, if any, job descriptions are electronic? What are this Board's next steps? Is this Board tasked with recommending reclassifications? Is this Board responsible for job descriptions of positions within a union?

Next meetings are June 1 and 15, 2011. Lisa will post.

Motion to adjourn 8:30 p.m., vote is unanimous in the affirmative.