

Ayer Personnel Board

Ayer Town Hall

March 7, 2012

In attendance: Kathleen O'Connor, Chair; John Kilcommons, member; Lisa E. White, clerk

Call to order: 7:05 p.m.

A discussion regarding the Classification Policy as part of the Personnel Policies Manual. This Board agrees that whereas the newest edition of the entire Personnel Policies Manual, including the Classification Policy, was given proper parliamentary procedure including public hearings and acceptance by the Board of Selectmen, it supersedes all previous editions, therefore the 2011 edition stands.

Kathleen will draft a letter to the Town Administrator and Board of Selectmen stating same.

Motion to adjourn, seconded, voted in the affirmative at 7:50 p.m.