

Ayer Personnel Board

July 23, 2012

Ayer Town Hall

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

Audience: Stephanie Gintner, Town Treasurer

Call to Order: 7:00 p.m.

The minutes of the July 18 meeting are reviewed; Brian notes that in paragraph one, the date of June 19 needs to be corrected to June 1. Brian makes a motion to accept the minutes of July 18 with the one revision, Lisa seconds, vote is unanimous in the affirmative.

A short discussion regarding the gathering and compilation of comparative job descriptions and salary ranges for the Assistant Treasurer reclassification.

Stephanie questions the meaning of the first bullet point in section 5.4.1, page 18, of the Reclassification of Positions Policy in the Personnel Policies Manual. Kathleen explains the exact meaning and intent.

To prep for the next meeting Kathleen instructs this board to review and compare the current and proposed job descriptions.

Brian informs this board that we will not get Town Counsel's information until the BOS releases the minutes of executive session on August 7.

Next meetings are scheduled for August 1 and August 16; the August 6 meeting is cancelled.

Clarification is needed regarding: is this a reclassification or a new position? Who is the appointing authority? What is the goal of the BOS? Kathleen will draft a communication to the BOS.

Motion to adjourn at 7:40 p.m., vote is unanimous in the affirmative.