

Ayer Personnel Board

August 8, 2012

Ayer Town Hall

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

Audience: Pauline Conley, Ayer Selectman; Stephanie Gintner, Ayer Treasurer; Mary Arata, Public Spirit reporter; Gary Luca, Ayer Selectman

Call to order: 7:00 p.m.

Kathleen provides an overview of what is to be discussed during this meeting: 1) whether the position in question is a reclassification or the creation of a new position; 2) who is the appointing authority for said position; 3) material collected from other municipalities.

Kathleen questions this board as to what is the consensus after reviewing the current and proposed job descriptions: a reclassification or new position. This Board is unanimous that this is a reclassification. Brian requests that the word "Minuteman" be deleted from the text of the "Essential Functions" section of the proposed job description, with the explanation that the job description should be less specific regarding the Town's health care provider. Brian further suggests that under "Essential Functions", regarding the paragraph that begins "This position will also be back up in the absence of the Treasurer.", that this paragraph "be less specific and reference back up for the treasurer, but not all the functions."

Kathleen provides a draft memorandum, to the Board of Selectmen, requesting a decision regarding who is the appointing authority for said position. This Board agrees that the draft is sufficient but with the addition of a closing sentence requesting that the answer in writing.

Lisa has collected job descriptions and some salary ranges from approximately eight other municipalities. Kathleen takes the hard copies and asks that whereas this material is already in electronic form, that Lisa email it to Brian and Kathleen.

Kathleen asks if either Lisa or Brian will contact the Department of Revenue (DOR) for the purpose of clarification as to whether a municipality is required by statute to have an Assistant Treasurer and if so, does a municipality have the power to change that. Brian accepts this task.

Lisa suggests adding a paragraph to the proposed job description regarding the orientation of new employees and cites two examples of why this is necessary. Stephanie Gintner states that the current Assistant Treasurer "already does that". Pauline Conley states that some of these tasks currently fall to the Town Administrator and Town Clerk. This Board agrees unanimously new employee orientation would be more consistently served should it occur in a single place, rather than multiple places and agrees to add said paragraph.

Brian states that in reading a PDF online, he read about a thirty-day deadline for concluding a reclassification but wasn't sure where it was written. Lisa states that upon review of the reclassification

policy, there is no time limit. Brian will email said PDF to the members of this Board for review. Kathleen will notify the Board of Selectmen that this Board requires more time to collect information and conduct the reclassification process.

Next meeting set for Thursday, September 13 and Wednesday, September 19, 2012 at 7:00 p.m. at Ayer Town Hall.

Pauline Conley states that there are no minutes of this Board posted online.

7:25 p.m. Motion to adjourn, unanimous in the affirmative.