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Town of Ayer
Personnel Board
Meeting Minutes January 4, 2017

Town Hall – Selectmens' Meeting Room

In attendance: Sam Goodwin, Chairman; LT Brian Gill, Member; Ron DeFilippo, Clerk; Kevin Johnston, Town of Ayer Benefits & Payroll Manager (BPM) Robert Pontbriand, Town Administrator (TA) and (for part of meeting) Charles R. Schultz, Jr., Building Commissioner

Call to order 7:10 PM

Previous Meeting Minutes: Minutes for December 7, 2016 were approved pending correction stating the fact that Lt. Gill's requested the TA's opinion on the separation of policies and procedures in the new Personnel Manual (PM). Also, the Personnel Board Clerk was directed to transmit all signed off Personnel Board meeting minutes to the Town Clerk and IT Manager.

New Business - The Board deliberated the Position Rating for the newly created Building Commissioner position. The Board evaluated all 14 Position Factors and came up with a total of 551 points. This translated to the determination to grade the position at Grade 14. This determination was then agreed to be sent forward to the Board of Selectmen (BOS) for final approval.

Discussion then shifted to the reorganization of the October 3, 2016 Working Draft of the new Personnel Manual (PM).

The December 2016 Board Meeting devoted a great deal of discussion to how to best organize the PM as to facilitate the inevitable further revisions. Concerns at the January meeting centered around making such revisions easily recognizable and understood by employees without any confusion with previous policies and procedures. The Chairman thought that there should be a revision record following each of the affected sections of the PM. Lt. Gill thought that any revisions should be included up front in the document and Mr. Johnston thought the revision record would best be placed in back of the PM.

The next meeting was scheduled for February 1, 2017.

The meeting was adjourned at 9:01 PM.

Samuel A. Goodwin
LT Gill 2/8/17
R. DeFilippo 2/8/17

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