

FINAL

Town of Ayer
Personnel Board
Meeting Minutes November 2, 2016

Town Hall – Selectmens' Meeting Room
In attendance: Sam Goodwin, Chairman; Lisa White, Member; Ron DeFilippo, Clerk; Kevin Johnston,
Town of Ayer Benefits & Payroll Manager

Call to order 7:05 PM

Previous Meeting Minutes: Minutes for September 14, 2016 and October 5, 2016 were approved .

Chairman suggested that Personnel Manual (PM) be reorganized with a Section A covering Policy, a
Section B covering Procedure and a Section C covering Best Practices.

Mr. Johnston summarized the way forward on the PM as follows: Timeline for completion now extends
into July 2017. Personnel Board's (PB) task will be concentrated on forging Policies while Procedures will
be worked out by the Staff and reviewed by the PB.

Mr. Johnston provided an annotated 2011 version of the PM with a crosswalk to the new draft PM a copy
of which he also provided with additional annotations referencing the 2011 PM.

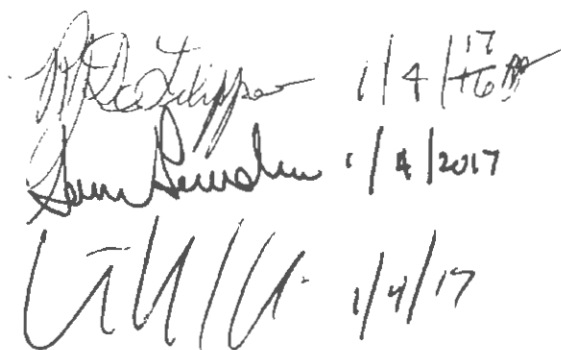
There was general discussion about fundamental areas of revision and a discussion on "dead end" jobs and
ways to provide incentives where promotions are not an option. There was also discussion about appeals
processes.

The Chairman offered to extract Policies from the draft PM as part of the reorganization of the PM
discussed earlier in the meeting. Proposed that Definitions be included in Policies.

This was Lisa White's final PB meeting. She was moving out of State to take care of family members. She
had been a faithful member of the PB since its inception. Appreciation and good wishes were expressed by
all present.

Next meeting scheduled for December 7, 2016.

The meeting was adjourned at 8:23 PM.


Three handwritten signatures with dates are present. The first signature is "R. DeFilippo" dated "1/4/17". The second signature is "Sam Goodwin" dated "1/4/2017". The third signature is "LW/UA" dated "1/4/17".

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