

Ayer Personnel Board

July 21, 2010

Ayer Town Hall

In attendance: Kathleen O'Connor, Chair; Andrew Crowley, member; Lisa E. White, Clerk

Absent: Dennis Curran, member

Kathleen purchased the 4-drawer locking file cabinet as previously voted on. The cabinet was installed in Conference Room A per Interim Town Administrator Jeff Ritter's instructions.

Lisa suggested revising/streamlining the problem resolution in the Personnel Policies Manual. Kathleen and Andrew agreed.

Kathleen will update and incorporate latest changes into the manual and have ready for next meeting. Lisa will copy and distribute said copies to all non-union town employees for comment. A memo will be attached stating deadline for comments. This Board is working toward a September public hearing for acceptance of the revised policies manual

Kathleen will email Jeff Ritter with the anticipated timeline, inform him of the addition of the file cabinet and request a mail box in the town hall mail room.

Next meetings scheduled for Wednesdays 8/4, 8/18, 9/1 and 9/15.