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 Town of Ayer
 Board of Selectmen
 Town Hall, First Floor Meeting Room
 Ayer Massachusetts, 01432



Tuesday, January 11, 2011

•	•	• Carolyn McCreary, Member (Selectman McCreary)	• A
• James M. Fay, Vice-Chairman (Selectman Fay)	• X	• Gary J. Luca, Member- (Selectman Luca)	• X
• Frank F. Maxant, Clerk (Selectman Maxant)	• X	• Robert Pontbriand, Town Administrator	• X
• Janet Lewis, Secretary (Mrs. Lewis)	• X	•	•
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7:05p.m. Open Session

Vice-Chair Fay opened the meeting.

Announcements-

Vice-Chairman Fay announced the Public Forum scheduled for Thursday, January 13, 2011 at 6:00p.m. at the Ayer High School Auditorium - Nashoba Valley Medical Center/Essent sale to Stewart Health Care, re transition encouraging all residents to attend this important meeting.

Moment of Silence- Vice-Chairman Fay called for a Moment of Silence for the tragic shooting of Arizona Senator Gabrielle Giffords and the loss of six lives at a public event on Saturday, January 8, 2011.

Agenda Item #1. Vice-Chairman Fay called for a motion to accept the Agenda of 1-11-11. Selectman Maxant moved the Board vote to approve the Agenda of 1-11-11 as presented, 2nd by Selectman Luca, VOTE: unanimous, so moved.

Agenda Item #2. Vice Chair Fay announced the receipt of a letter of resignation received on 1-6-11 by Town Administrator Robert Pontbriand from Selectman Richard Gilles effective immediately due to personal and business conflicts. Vice-Chairman Fay called for a motion to accept Selectman Gilles resignation, Selectman Luca moved the Board vote to accept Selectman Gilles resignation, 2nd by Selectman Maxant adding with gratitude, VOTE: unanimous, so moved.

Agenda Item #3. –Re-Organization of Board of Selectman-Chairman Fay elaborated on the Selectmen’s policies when a vacancy occurs i.e.Chairman’s resignation advising to new Chairman filling vacancy until the next Town Election (April 25, 2011). Selectman Luca moved the Board vote to appoint Selectman Fay as Chairman, 2nd by Selectman Maxant, VOTE: unanimous, so moved. Mr. Pontbriand further reviewed with the Board the Town’s policy re holding a Special Election to fill the vacancy on the Board if a quorum does not exist and updating to timeframe being 100 days from Town election falling just short five (5) days of the town’s regular Town Election in April 2011. The Board with this information decided not to call a Special Town Election. Selectman Luca stating Board should not incur cost at expense of the town whereas a quorum does exist, and moved the Board vote not to conduct a Special Town Election, 2nd by Selectman Maxant, VOTE: unanimous, so moved.

**The Board entered into meeting with the Personnel Board
 Personnel Policy Revisions**

The Board met with Kathleen O'Connor, Lisa White and Andrew Crowley. Ms. O'Connor updated the Board to the last time the Personnel Policies were updated being 1999 and re-looked in 2003 but never adopted changes and it being twelve (12) years since last update. Chairman Fay's opening remarks to Personnel Board was to his sense of document review was to Personnel Board wishing to have more of an authoritative role i.e. Human Resources function/position and this not being the intention of the Board and wishing to adhere to statute. The Board reviewed the 11-19-10 revised revisions to the Personnel Policy and Procedures Manual. (see attached).

Area's reviewed with the Personnel Board and Board of Selectmen included lengthy discussion re the following:

- **Definitions**-additions made to clarify positions
- **Harassment**-encompasses all forms of harassment
- **Suspension/Dismissal-Board** wishing Personnel Board to remove Personnel Board and reinsert Board of Selectmen. Chairman Fay stating he was not in favor of changing authority from Board of Selectmen to the Personnel Board.
- **Vacation**-treat as ½ day or whole day increments-once employee reaches maximum they may accrue vacation time stops accruing-eliminating carryover of vacation time from year to next.
- **Holiday**-If holiday falls on day employee not scheduled to work employee shall be granted an additional day of vacation only if holiday falls on a Monday, Tuesday, Wednesday, Thursday or Friday.
- **Personnel Day- Full-time employees (3) days** -to be kept in one hour increments-change would be less convenient for employees
- **Tracking system**-The Board advised to accruals currently being worked on by the Town's IT-Coordinator/Treas. Asst. to be printed on paychecks and will be done in house i.e sick time, vacation time, personnel time to be denoted.
- **Exit Interview** -remove Personnel Board insert Town Administrator and Department Head need only to be present, and to include return of all equipment/cloths etc.
- **IT Website-new section** The Board recommending all games to be deleted from computers-social media to be monitored i.e. facebook,/blogs, etc.
- **Compensation**- Overtime only after forty (40) hours
- **Direct Deposit**-required for all new employees Selectman Maxant suggested alternative be provided to protect people whose wages are garnished from having statutory reminder levied from bank account.
- **CORI** all employees-add language CORI may be required. Run by Town Counsel.
- **Longevity pay-no change** subject to appropriation, look at what is currently offered in contracts.
- **Sick time/vacation actual** -The Board stating their feelings to eight weeks excessive to keep on the books. -

The Board restated their Fy-12 Budget message being no increases of any kind across the board for Fy-12.

Ms. O'Connor to make revisions and return. Ms. O'Connor requesting to meet with the Board on 2-1-11 or 2-18-11 re revised revisions to the Town's Personnel Policy & Procedures Manual.

The Board took this opportunity to thank the Personnel Board for tremendous job performed.

Mr. Pontbriand took this opportunity to advise the Board to his instituting a "Weather Announcement" policy for Town Hall employees on his Office telephone by 7:00a.m for Town Hall employees re closure/s, if any, on (978) 772-8210 number.

Selectman Maxant reminding residents to Special Election on 2-5-11 re School Regionalization borrowing and encouraging all residents to get out and vote on this important issue.

• 1-11-11

9:35p.m. Selectman Luca moved the Board adjourn the meeting, 2nd by Selectman Maxant VOTE: unanimous, so moved.

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• 1-11-11