

Town of Ayer Personnel Board

1st Floor Meeting Room

Ayer Town Hall

Ayer Massachusetts, 01432

7:00pm Wednesday October 2, 2013.



Notice: This meeting is being recorded to be televised at a later date on APAC.

SEP 30, 2013
9:00 AM
TOWN OF AYER

1. Call to Order.
2. Mail:
 - a. Personnel Board introductory E-Mail to Town Administrator
 - b. E-Mail from Town Accountant regarding Employee Compensation statement by Finance Committee
 - (to be taken up in New Business)
3. Minutes:
 - a. 9/18/13
4. New Business:
 - a. Two vacant citizen seats available
 - b. Personnel Board Budget
 - c. Proposed "Employee Compensation" statement by Finance Committee in Financial Policies
 - d. Personnel Board and inter- (departmental / board / committee) communications
5. Old Business:
 - a. Initial training.
 - Ethics / Conflict of Interest
 - b. PB policies.
 - Version April 5, 2011 has been issued to employees.
 - c. PB By-law
 - Town Clerk has compiled original 1996 PB Bylaw and 2012 Amendment
 - Issue with numbering scheme
 - d. MMA access.
 - MMA.org has public domain information
 - Massachusetts Municipal Personnel Association membership / login
 - e. Access to PB Filing Cabinet
 - f. Update on employee classification study.
 - Questionnaire and Presentation given to employees
 - Introduce PB to Human Resources Services, Inc
 - g. Fall Town Meeting Placeholder
6. Next Personnel Board Meeting
 - a. 10/16/13 at 7:00pm.
7. Entertain a motion to adjourn.