

PERSONNEL BOARD MINUTES

June 29, 2009

Old Town Hall
6:05 p.m.

Present: Wayne Heward, Chairman;
Jean M. Riley
Alexander Salmela
Anita Stiles
Jeannie Horne, Ex Officio
Absent: Robert L. Molla, III

An executive session of the Duxbury Personnel Board was held in the office of Richard MacDonald, Town Manager, on Monday, August 24, 2009, at 6:00 p.m.

Wayne Howard, Chairman of the Board, led the discussion centered around professional conduct policy at meetings. See the attached handout, *Professional Conduct Policy*. The Town Manager suggested that a meeting agenda be set monthly and further suggested that at each meeting of the Board formal notes be taken and recorded. There needs to be a determination made regarding the Personnel Board's role relative to performance evaluation, job descriptions and potential town employee grievances. This Board has not handled grievances historically. For the purpose of open communication, it was decided that in the future the Personnel Board will meet with the Town Manager on the second Monday of each month.

The meeting adjourned at 7:05 p.m.

Jeannie Horne
Human Resources Officer