

PERSONNEL BOARD MINUTES

November 23, 2010

Senior Center, Philbrick Room
7:00 p.m.

Present: Wayne Heward, Chairman
Robert L. Molla, III
Alexander Salmela
Anita Stiles
Jeannie Horne, Ex Officio

Absent: Jean M. Riley

A meeting of the Duxbury Personnel Board was called to order at 7:10 pm. Because there was no quorum for the last scheduled meeting, there were no minutes to approve.

Shawn Dahlen led a summary discussion regarding stipends and benefits for elected officials.

A motion was made and seconded that the Personnel Board accept the wage proposal for the Professional Support Unit, based on the data supplied by Jeannie Horne. The Board unanimously approved this motion. It was suggested that we have placement of all positions sent out before our next Board meeting. It was suggested that Bob Troy, Town Counsel, be asked if the creation of an employee handbook would need to be approved at anytime by the Board of Selectmen.

The Board then discussed suggested changes for FY 2012 Personnel Plan , including salary administration guidelines.

The meeting was adjourned at 8:19 pm.

The next meeting of the Board which will be an Executive Session is scheduled for 7:00 pm at the Senior Center, on Monday, December 20, 2010.

Jeannie Horne, Human Resources Officer