

***TOWN OF DUXBURY, MASSACHUSETTS
PERSONNEL BOARD MINUTES***

September 17, 2012

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairman
Liz Hartford
Anita Stiles
Rob Molla
Jeannie Horne, Ex Officio

The meeting was called to order at 7:05 pm. There was a motion by Rob Molla and seconded by Anita Stiles, to accept the minutes for 1/3/12, 2/7/12, 3/6/12, 5/21/12, 6/18/12, and 7/30/12, which was passed unanimously.

The meeting began with Personnel Plan Compensation update, with discussion about salary adjustments and the upcoming benchmarking effort. We then reviewed the FY12 Personnel Board report for the Town Report that needs to have Board approval, and the attached Facilities Manager Job description summary.

A Staffing Update was provided by the Human Resource Officer:

- a. Recruiting – Deputy Chief (Personnel Plan/internal and external); COA Outreach Assistant (Personnel Plan / internal and external); Aerial Lift Operator (CBU/ external); Assistant Treasurer (CBU/internal)
- b. New Hires: Human Resources Assistant (Personnel Plan/internal and external); Administrative Assistant to Police Chief (Personnel Plan / internal and external); reserve Public Safety Dispatcher (Personnel Plan / external); 5 Permanent Intermittent Police Officers (Personnel Plan and Civil Service / external).
- c. Promotions and Transfers – Fire Department Captain
- d. Voluntary Terminations – Assistant Treasurer (CBU/internal)
- e. Retirements – Town Manager (Personnel Plan / internal and external)

The meeting was adjourned at 8:15 pm.

Jeannie Horne, Human Resources Officer