

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

June 17, 2013

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairperson
Liz Hartford
Karen Butcher
Anita Stiles
Steve Shay
Jeannie Horne, Ex Officio

The meeting was called to order at 7:00 pm.

Anita Stiles made a motion to accept and approve the February 28 and April 22, 2013 meeting minutes. The motion was seconded by Karen Butcher and the vote carried 3:0.

Jeannie Horne distributed the proposed Social Media and Mobil Device as well as the Town of Hanson's Information Technology policies. It was suggested that for the next meeting, these policies be consolidated into one master document and that they follow state guidelines in order to protect the town, i.e., no texting and driving, no cell phone conversations while driving town vehicles, prohibit use of mobile phones while conducting Town business.

Staffing update was provided by Jeannie Horne:

Recruiting – Facilities Manager (Personnel Plan internal and external), Temporary Property/Lister Appraiser (Personnel Plan internal and external) and Aerial Lift Operator Specialist (DPW CBA/ internal and external)

New Hires – PT Children's Librarian (Library CBA/external), Seasonal Harbormaster Assistant (Personnel Plan/external), Seasonal Endangered Species Monitor (Personnel Plan/external)

Promotions and Transfers – None

Terminations –None

Retirements – none

Next meeting is scheduled for Monday, July 16, 2013.

Meeting Adjourned at 8:05PM.

Jeannie Horne – HR Director
Approved 7.23.13