

TOWN CLERK
15 SEP 26 AM 8:45
DUXBURY, MASS
July 23rd, 2013

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

Old Town Hall
7:00 p.m.

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

Absent: Karen Butcher

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

Wayne made a motion to review the meeting minutes from 6.17.13. Wayne requested that we include 'Blue Tooth' and 'Hands Free' to the Mobil Device policies that were discussed at the 6.17.13 meeting. The Committee reviewed and approved meeting minutes unanimously.

Jeannie Horne distributed the Personnel Plan for FY14. She stated that she's currently tracking changes for next year. Jeannie provided copies of the 'Consolidated Information Usage and Technology Policies.' to the Board. She noted that she will also review policies with our Labor Attorney, Town Manager and IT Director and all other Department Heads for comments. Board members reviewed and discussed the Computer Usage, Email Usage, Internet Usage, Social Media, Personal Mobil Device and the Information Systems Policies Compliance Acknowledgement page. Members discussed and agreed to revisions which Jeannie will implement to the draft version.

Jeannie reminded everyone that Open Meeting Law training is scheduled for 7.24.13. Ethics Training will be 9.19.13. She encouraged everyone to attend.

Staffing update was provided by Marianne Gonsalves:

- a. Recruiting –Temporary Property/Lister Appraiser (Personnel Plan internal and external) and Aerial Lift Operator Specialist (DPW CBA/ internal and external), *Upcoming*: Fire Department Assistant (Personnel Plan internal) and Conservation Administrative Assistant (Clerical CBA/ internal and external)
- b. New Hires – Facilities Manager (Personnel Plan/external), 2 Special Police Officers (Personnel Plan/external), 4 Reserve Public Safety Dispatchers (Personnel Plan/external), 2 Regular Full Time Public Safety Dispatchers (Public Safety Dispatch CBA/external), Seasonal Harbormaster Assistant (Personnel Plan/external), Seasonal Endangered Species Monitor (Personnel Plan/external)
- c. Promotions and Transfers – DPW Skilled Laborer to Transfer Station
- d. Terminations – Reserve Public Safety Dispatcher
- e. Retirements – None

Next meeting is scheduled for 9.16.13.

Per changes to the Open Meeting Law effective 7/1/10, "A listing of topics that the chair reasonably anticipates will be discussed at the meeting" are to be listed on the agenda.

Marianne Gonsalves – Human Resources Administrative Assistant
Submitted: 09.23.13
Approved: 09.23.13