

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

TOWN CLERK

15 MAY 2015  
April 6, 2015 PM 2:35

DUXBURY, MASS.

Old Town Hall  
7:30 PM

**Present:**

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

The meeting was called to order at 7:35 pm.

Chair Wayne Heward motioned to open meeting. Steve Shay seconded the motion. All in favor 5:0.

Board reviewed 02.23.15 meeting minutes. Wayne Heward motioned to accept the 02.23.15 meeting minutes. Karen Butcher seconded the motion. All in favor 4:0. (Anita Stiles was not at the 02.23.15 meeting)

Draft Workplace Violence Policy was distributed to the Board. Jeannie Horne began by telling the Board how she, Town Manager Rene' Read and HR Assistant, Marianne Gonsalves attended "ALICE" (Alert, Lockdown, Inform, Counter and Evacuate) Training last year. She stated that the purpose of this training is to prepare individuals to handle the threat of an active shooter. Jeannie shared a story about a college that encouraged students to participate in their own survival, while leading others to safety, rather than sheltering in place. "This tipped the violence prevention focus, from shelter in place to "ALICE." She is proposing an update to the existing Workplace Violence Policy. "We would like a policy that is much clearer." Jeannie added that she worked with the Duxbury Police Department to develop this new policy. Duxbury Police Department is working on ongoing training for employees. Deputy Chief Steve McDonald who is an expert in this area will be leading the training. Jeannie stated she also reached out to Joe Grady, the Town's Conservation Agent, for feedback, since Joe was one of the initial members of the "Critical Response Team." Jeannie continued to say that the Duxbury Schools have had an opportunity to train for an active shooter situation, the Town has not. Jeannie also discussed a recent employee meeting with Deputy Chief McDonald informing Town employees of a possible volatile situation involving an specific individual. Chairman Wayne Heward asked Jeannie what she wanted from the Board. Jeannie responded that she wanted feedback from the members and information regarding any similar training in your work environments. Jeannie added that this policy will supplement our "Professional Conduct Policy" due to the public contact involved in the policy. Wayne asked the Board members to review the draft policy and discussion on the proposal would be postponed until our next meeting.

A discussion on Chairman Wayne Heward's departure from the Personnel Board was held. Wayne stated that his last meeting would be June 2015. Wayne said that it's time we started talking about a replacement. He stated that we have many individuals interested in Board membership. The Board reviewed the names of those currently interested. Liz Hartford stated that she will do some outreach to confirm interest and will report back at next meeting. Discussion will continue at next meeting. Jeannie added that Anita Stiles will need to be reappointed in 2015.

New Business: None

Staffing update: provided by Marianne Gonsalves

Documents reviewed:

1. Meeting Minutes – 02.23.15
2. Draft Violence Prevention Policy
3. Workplace Violence Policy

Wayne Heward made a motion to adjourn the meeting. Anita Stiles seconded the motion.  
Meeting adjourned 8:20 PM

Next meeting is scheduled for 05.04.15

Marianne Gonsalves, HR Administrative Assistant

Submitted: 5/4/15

Approved: 5/4/15