

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

TOWN CLERK

June 8<sup>th</sup>, 2015 - 6 PM 3:30

DUXBURY, MASS.

Old Town Hall  
7:30 PM

**Present:**

Wayne Heward, Chairperson  
Liz Hartford  
Steve Shay  
Anita Stiles

Jeannie Horne, Ex Officio  
Marianne Gonsalves, Ex Officio

**Absent:**

Karen Butcher

The meeting was called to order at 7:55pm.

Chair Wayne Heward motioned to open meeting. Anita Stiles seconded the motion. All in favor 4:0.

The Board reviewed 05.04.15 meeting minutes. Anita Stiles motioned to accept the 05.04.15 minutes. Steve Shay seconded the motion. All in favor 4:0.

Collins Center contract update: Jeannie updated the group on the Collins Center study, which is still pending. Anita Stiles inquired about the time frame. Jeannie stated that it won't take long, however, she stated the contract allows them to produce an answer by this time next year. The group agreed on the value of the study as it will compare and provide examples of best practices in other municipalities.

Personnel Plan work hours: Jeannie Horne explained that an inquiry about whether all Personnel Plan exempt employees were held to the same standards. Specifically if all Personnel Plan exempt staff were working 42.5 hours per week, not including their lunch breaks. Jeannie stated that the Personnel Plan states that salary exempt staff need to work 42.5 hours per week and lunch breaks are not included. Board members proposed possible solutions to keep track of hours worked. Jeannie stated that a meeting was scheduled with all parties involved to discuss. The Board's final recommendation was that first and foremost, Jeannie put the topic in front of the Department Heads to elicit discussion and feedback.

Discussion pertaining to Wayne Heward's resignation from Personnel Board effective June 30<sup>th</sup>, 2015: Jeannie spoke about new Board member John Ruttgers. She reviewed John's resume and education background. Jeannie reviewed the process to appoint a new member to a Board or Committee.

Staffing update: provided by Marianne Gonsalves

Documents reviewed:

1. 5.04.15 Meeting Minutes
2. FY 15 Personnel Plan

Anita Stiles made a motion to adjourn the meeting. Steve Shay seconded the motion. Meeting adjourned 8:55 PM

Next meeting is scheduled for 07.20.15

Marianne Gonsalves, HR Assistant

Submitted: 09.21.15

Approved: 09.21.15