

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

TOWN CLERK
October 19th 2015
10:55:13 PM 3:20
DUXBURY, MASS.

Old Town Hall
7:00 PM

Present:	Jeannie Horne, Ex Officio
Karen Butcher	Marianne Gonsalves, Ex Officio
Liz Hartford	
Jonathan Ruttgers	Absent
Anita Stiles	Steve Shay

Call to Order: Anita Stiles called the meeting to order. Jonathan Ruttgers' second the motion. All in favor 4:0.
The meeting began at 7:00pm.

Executive Session: N/A

New Business:

a. Begin review of Personnel Plan for FY17 update:

Jeannie Horne provided the Board with an update on of the process to review of Personnel Plan for FY17. Jeannie mentioned that after distributing the draft plan to employees, she's already received feedback and suggestions from non-union employees. The Board then reviewed the available proposed revisions to the FY17 Personnel Plan. Discussion followed and feedback was provided on each suggested revision.

b. Review draft FY15 Personnel Board Town Report:

Jeannie distributed the draft FY15 Personnel Board Town Report for review and comment. She explained that Personnel Board Report provided a summary of the Personnel Board's functions. Discussion on the report ensued and revisions were made by the Board

Old Business:

a. Collins Center Study:

Jeannie provided an update on the current status of the study, stating that compensation practice based benchmarking is being collected on 20 similar communities and Mary Flanders Aicardi, Associate with the Edward J. Collins, Jr. Center for Public Management is beginning to compile her recommendations and would like to set up a meeting to review a preliminary update to the working group on her findings so far. All members of the Board were in agreement that a meeting should be scheduled.

b. Board Appointments/Re-appointments/selection of Chairperson:

Jeannie informed the Board that she's reached out to "D.O.G" (Division of Open Government) and was informed that the Personnel Board, according to the regulations, will need a Chairperson.

Staffing Update: provided by Marianne Gonsalves

Open Session Minutes:

Review of September 21st, 2015 meeting minutes. Anita Stiles motioned to approve. Karen seconded the motion. All in favor 4:0.

Documents reviewed:

1. Meeting agenda
2. September 21st, 2015 meeting minutes
3. Draft FY 17 Personnel Plan
4. Draft FY 15 Personnel Board Report

Adjournment: Anita Stiles made a motion to adjourn. Karen Butcher seconded the motion. Meeting adjourned 8:25pm.

Next meeting is scheduled for 11.18.15

Marianne Gonsalves, HR Assistant

Submitted: 12.14.15

Approved: 12.14.15