

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

TOWN CLERK

December 14<sup>th</sup>, 2015 7:04 PM 3:05

DUXBURY, MASS.

Old Town Hall  
7:00 PM

**Present:**

Karen Butcher  
Liz Hartford  
Steve Shay  
Anita Stiles

Jeannie Horne, Ex Officio  
Marianne Gonsalves, Ex Officio  
Absent:  
Jonathan Rutgers

Call to Order: Steve Shay called the meeting to order. Karen Butcher seconded the motion. All in favor 4:0. The meeting began at 7:10pm.

Executive Session: N/A

New Business:

- a. Proposed Town Meeting Article to include Personnel Plan within the General Bylaws:  
During the Collins Center compensation study work, Mary Flanders Aicardi, an Associate with the Edward J. Collins, Jr. Center for Public Management and Fred Dupere, Labor Counsel, recommended that the Town obtain an opinion from Town Counsel regarding a Town Meeting amendment to the By-law, wholly replacing the current By-law with a By-law that grants Board of Selectmen the authority to adopt (or remove or amend) and administer personnel policies and procedures for the Town, with the consultation from the Personnel Board and the Town Manager. The action maintains Town Meeting appropriation of funds for compensation of positions subject to the Personnel Plan, but it eliminates the need for Town Meeting to re-authorize the Personnel Plan as a By-law every year. A motion to was made to sponsor or support a Town Meeting amendment to the By-law, wholly replacing the current By-law with a By-law that grants Board of Selectmen the authority to adopt (or remove or amend) and administer personnel policies and procedures for the Town, with the consultation from the Personnel Board and the Town Manager. Karen Butcher moved to approve the motion. All in favor, 4:0.

Old Business:

- a. Collins Center Study:  
Jeannie provided an update on the progress of the Collins Center Study. Jeannie told the group that she has been sending additional comparison data to Mary Arcardi and the study has been making good progress, anticipating final results to be shared sometime in January.
- b. Review of draft FY17 Personnel Plan:  
Jeannie stated that there are no further changes to be made to the draft FY17 Personnel Plan at this time.

Staffing Update: provided by Marianne Gonsalves

Open Session Minutes: Review of October 19<sup>th</sup>, 2015 meeting minutes. Liz Harford made a motion to accept. Anita Stiles seconded the motion. All in favor, 4:0. November 18<sup>th</sup>, 2015 meeting minutes reviewed, Liz Hartford motioned to accept. Anita Stiles seconded the motion. All in favor, 3:0.

Documents reviewed:

1. Meeting agenda.
2. Draft FY17 Personnel Plan.
3. October 19<sup>th</sup>, 2015 and November 18<sup>th</sup>, 2015 meeting minutes.

Adjournment: Anita Stiles made a motion to adjourn. Steve Shay seconded the motion. Meeting adjourned 8:10pm.

Next meeting is scheduled for 01.11.16

Marianne Gonsalves, HR Assistant

Submitted: 01.11.16

Approved: 01.11.16