

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

TOWN CLERK
2016 APR -5 AM 8:32
February 11th, 2016
DUXBURY, MASS.

Personnel Board Meeting
Old Town Hall – Conference Table
7:30 pm

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

Call to Order: Karen Butcher called the meeting to order. Anita Stiles seconded the motion. All in favor 4:0. The meeting began at 7:30pm.

Executive Session: N/A

New Business: N/A

Old Business:

- a. Collins Center Study: Jeannie Horne, HR Director, began the discussion regarding the Collins Center Study and the recommended amendments to the Salary Administration Guidelines regarding the issues of classification and compression. The group decided to wait for the Collins Center Study to re-visit these recommendations when the Collins Center completes their final market study phase of the project. All in favor, 4:0.
- b. “Duxbury Personnel Plan”: Personnel Board reviewed and discussed the draft Annual Town meeting article language amending the Town By-law known as the “Duxbury Personnel Plan”, as noted within Article 4A and Article 4B Personnel Plan Amendments. Motion to accept the changes were made by Liz Hartford. Anita Stiles 2nd the motion. All in favor, 3:0. (Karen Butcher left at 8:31pm.)
- c. Review of draft FY17 Personnel Plan:
Jeannie reviewed the proposed changes to the draft FY17 Personnel Plan. Anita Stiles motioned to accept the changes. Steve Shay seconded the motion. All in favor, 3:0.

Staffing Update: Postponed until next meeting.

Open Session Minutes: Postponed until next meeting.

Documents reviewed:

1. Meeting agenda.
2. Personnel Plan Amendments – Article 4B and 4A
3. Draft FY17 Personnel Plan

Adjournment: Anita Stiles made a motion to adjourn. Steve Shay seconded the motion. Meeting adjourned 9:00 pm.

Next meeting is scheduled for 02.23.16

Marianne Gonsalves, HR Assistant

Submitted: 04.04.16
Approved: 04.04.16