

**TOWN OF DUXBURY, MASSACHUSETTS  
JOINT FINANCE COMMITTEE AND PERSONNEL BOARD MINUTES**

TOWN CLERK  
2016 APR -5 February 23, 2016  
AM 8:32  
DUXBURY, MASS.

Duxbury Senior Center ~ Weyerhaeuser Room

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

Call to Order: Co-Chair Liz Hartford made a motion to open the meeting. Anita Stiles seconded the motion. All in favor 3:0. The meeting began at 7:05pm.

Executive Session: N/A

New Business: N/A

Old Business:

- a. Review of draft and Special Town Meeting Articles or Annual Town Meeting Articles amending the Town By-law known as the "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. The Finance Committee recommended a similar presentation to the Government Study Committee.
- b. Review of the draft FY 17 Personnel Plan Review of draft FY17 Personnel Plan: Jeannie Horne reviewed the proposed changes to the draft FY17 Personnel Plan. Related questions were answered by Jeannie, members of the Personnel Board, Town Manager and Finance Director.
- c. Collins Center Study Results/Recommendation Jeannie Horne, HR Director, began the discussion regarding the Collins Center Study and the recommended amendments to the Classification Plan 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.

Staffing Update: Postponed to next meeting.

Open Session Minutes: N/A

Documents reviewed:

1. Meeting agenda.
2. Annual Town Meeting Articles amending the Town By-law known as the "Duxbury Personnel Plan"
3. Draft FY 17 Personnel Plan
4. Collins Center Study Results/Recommendation

Adjournment:

Karen Butcher made a motion to adjourn. Jonathan Rutters seconded the motion. Meeting adjourned 8:50pm.

Jeannie Horne, HR Director  
Submitted: 04.04.16  
Approved: 04.04.16