



TOWN OF
FAIRHAVEN
MASSACHUSETTS
THE FRIENDLY TOWN

OFFICE OF
DIRECTOR OF FINANCE/
TREASURER
TOWN HALL
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9/17/2013

Personnel Board Minutes
August 20, 2013

A meeting of the Personnel Board (PB) was held on August 20, 2013 in the Banquet Room at Town Hall. The meeting was called to order at 3:06 PM by Chairman Charlie Murphy. Also in attendance was member Wendy Graves and Executive Secretary Jeffrey Osuch.

The Personnel Board meet with Jeffrey Dupont from Laurei Ridge Consulting Group regarding their company writing job descriptions for the Town. They also have prepared job descriptions for the town of Mattipoisett and Rochester. They charge \$350.00 per job description for 20 and the Town has approximately 100 employees. If 65 job descriptions are done, then it could drop the price to \$250.00 each. Mr. Dupont stated that standardizing the job descriptions will help with worker's comp issues. Ms. Graves suggested department heads update the job descriptions and Mr. Murphy suggested that we reach out to UMass Dartmouth. A letter will be drafted to the UMass Dartmouth Business Office.

The next meeting will be September 17, 2013 at 4:00.

A motion to adjourn by Ms. Graves and seconded by Mr. Murphy was passed unanimously at 3:58 PM

Respectfully Submitted,
Wendy L Graves

Approved: Wendy L Graves 9/17/13