



TOWN OF
FAIRHAVEN
MASSACHUSETTS
THE FRIENDLY TOWN

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11/26/2013

Personnel Board Minutes
October 29, 2013

A meeting of the Personnel Board (PB) was held on October 29, 2013 in the Banquet Room at Town Hall. The meeting was called to order at 4:06 PM by Chairman Charles Murphy. Also in attendance were members Lyndsay Gordon and Wendy Graves.

For the first item of business, Jeffrey Dupont from Laurel Ridge Consulting Group was present to discuss his company doing the Towns job descriptions. Mr. Dupont has been working on signing up other area towns to provide the service. The more Towns that sign up the cheaper it will be. The process would be to take info from the department by speaking with the employees from each department. Their company can also do modified job descriptions and job safety analysis if that is what we would like. Mr. Murphy told him that the Personnel Board could recommend to the Board of Selectmen if they were interested. Ms. Gordon made a motion to recommend Laurel Ridge Consulting Group to the Board of Selectmen, with Ms. Graves seconding.

The second item of business was a discussion regarding developing a policy on comp time which will include a payout with proper notice and no more than 40 hours can be carried over to the next fiscal year.

The next meeting will be November 19, 2013 at 4:00.

A motion to adjourn by Ms. Graves and seconded by Ms. Gordon was passed unanimously at 4:37 PM

Respectfully Submitted,
Wendy L Graves

Approved: _____

11/26/13
Wendy L. Graves