



# Meeting Notice

Town of Duxbury, Massachusetts

Pursuant to MGL Chapter 30A, §18-25  
All meeting notices and agenda must be filed and time stamped  
in the Town Clerk's Office and posted at least 48 hours prior to  
the meeting (excluding Saturdays, Sundays and Holidays)

TOWN  
CLERK'S  
STAMP

TOWN CLERK

2017 OCT 11 AM 8:12  
DUXBURY, MASS.

**Committee: Personnel Board**

**Meeting Location: Old Town Hall, Conference Table**

**Day, Date and Time of Meeting: Monday, October 16, 2017 at 7:00 PM**

**Posted by: Jeannie Horne, Ex-Officio Member**

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## REVISED AGENDA

### **I CALL TO ORDER**

### **II EXECUTIVE SESSION**

### **III NEW BUSINESS**

- a) Introduce; Gerry Panuczak, Human Resources Director for the Duxbury Public Schools and Erin Carpenter, Human Resources Assistant for the Town
- b) Discuss Personnel Board vacancy
- c) Review Personnel Board's Draft FY17 Report for Annual Town Report
- d) Online Ethics Test and Conflict of Interest Law/Form

### **IV OLD BUSINESS**

- a) Role/duties of the Personnel Board
- b) Next steps for Compensation & Classification Effort
- c) Performance Evaluation System included in our current HRIS System
- d) Suggested Changes for FY19 Personnel Plan

### **VI MINUTES**

### **VII ADJOURNMENT**