

**PROVINCETOWN PERSONNEL BOARD
MINUTES OF MARCH 5, 2014**

5:00 - 6:00 - Joint meeting with Provincetown Charter Enforcement Commission

Agenda: Review of adaptation of adjudicatory proceeding guidelines utilizing Charter and MA Municipal Lawyers Association materials.

Members present: Tina M. Trudel, Regina (Jean) Cassidy, Marianne Clements and Lisa Westervelt.

Others present: Julia Perry and Mark Hatch, Charter Enforcement Commission, David Gardner, Acting Town Mgr, and Dan Hoort

Meeting was called to order at 5:05 p.m.

All motions were unanimously approved unless otherwise indicated.

Public Statements: None

Review of the Draft Adjudicatory Hearing Guidelines. Note that there are references in the Charter to Adjudicatory Hearings, e.g. Charter Enforcement, removal of a non-elected board member, removal of a Town Manager, and removal of a non-union employee. Motion to accept the draft and forward to Town Counsel.

CEC adjourned at 6:15 and Personnel Board meeting continued. Dan Hoort gave a report of the Draft Report of Classification and Compensation Study by Human Resources Services, Inc. Tina Trudel recommended doing confirmatory analysis with HRS, so tht changes arenot accepted piecemeal, but as a whole.

Regarding Article 11 for Town Meeting Warrant: Motion to approve Schedules A, B and C with removal of Police Staff Lieutenant position of Grade 18. (RC/MC)

Review and approval of prior meeting minutes: Minutes of October 23, 2013 (RC/TMT)

Resignation of Tina M. Trudel, who was warmly thanked for her service to the Board.

Motion to adjourn at 7:20 p.m., (RC/MC)

Respectfully submitted,
Lisa Westervelt