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ORLEANS TOWN CLERK

**PERSONNEL ADVISORY BOARD  
MINUTES**

**Monday, August 21, 2023  
10:30 am**

**Tonset Room, Town Hall, Orleans, MA**

Approved:  
8/30/23  
*[Signature]*

**Present were** Gail Meyers Lavin, Clerk, Lorraine Normann and new member, Sue Meisinger.

The meeting was called to order by Gail Meyers Lavin at 10:32 pm. Existing members asked Sue Meisinger to tell them a little about herself and her background, which was rich in Human Resource experience, followed by other members doing the same for her. Members had a brief discussion of the role of the PAB and the history as Ms Lavin and Ms Normann understood it. All expressed interest in learning why most towns seemed to have a separate Human Resource Department, but not Orleans.

**Personnel Advisory Board Re-organization:** Ms Lavin opened the nominations for officers. **Ms Meisinger nominated Ms Lavin as Chair, seconded by Ms Normann. There being no other nominations, nominations were closed, the vote was called and Ms Lavin was elected Chair 3-0-0.**

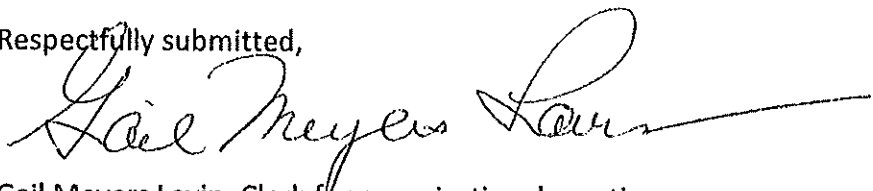
**Ms Normann nominated Ms Meisinger as Clerk, seconded by Ms Lavin.** There was a brief discussion about numbers of meetings and whether the Assistant Town Administrator, Liana Surdut, who normally attends the meetings and presents the Board with information for the Public Hearings, could help with the Minutes, which members believed was possible. **There being no other nominations, nominations were closed, the vote was called, and Ms Meisinger was elected Clerk 3-0-0.**

**Minutes of April 19, 2023:** It was moved by Ms Normann, seconded by Ms Lavin, and voted 2-0-1, with Ms Meisinger abstaining.

Members acknowledged receipt of the Collins Center Compensation Review Full Time Salary Survey and the date of the Fall Town Meeting October 16, 2023. Ms Lavin explained the process of Ms Surdut asking the Board to meet if there were any Personnel Bylaw changes proposed to be on the Warrant, conduct a Public Hearing and vote on its recommendation some weeks before the Meeting. She also said that the Board could ask Ms Surdut to go through the Survey and provide a status update of any planned future work.

**It was moved by Ms Meisinger, seconded by Ms Normann, and voted unanimously 3-0-0 to adjourn at 11:12 pm.**

Respectfully submitted,



Gail Meyers Lavin, Clerk for organizational meeting