

PERSONNEL BOARD MINUTES

January 31, 2011

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairman
Alexander Salmela
Robert L. Molla, III
Anita Stiles
Jeannie Horne, Ex Officio
Absent: Jean M. Riley

A meeting of the Duxbury Personnel Board was called to order at 7:20 pm. There was no quorum at the January 19, 2011, meeting.

Nancy Oates, Town Clerk, came to the meeting and asked to make a presentation to the Board. She presented the Board with a packet of information that included a letter addressed to the Town Manager, the Board of Selectmen, the Personnel Board and the Finance Committee, together with Town of Duxbury Salary Administration guidelines, Town of Duxbury Freedom of Information Request results, a compensation schedule, newspaper articles (see attached). Mrs. Oates explained that the Town Clerk is the Executive Officer for the Town of Duxbury; there are 30 pages for the job description of the Town Clerk's position in the Commonwealth of Massachusetts. At the end of each Town Meeting, the Town Clerk has to submit changes to the Attorney General. The current compensation for Duxbury's Town Clerk is \$69,000. Alexander Salmela did comment that longevity cannot be the most important factor in determining salary changes, but that experience / marketplace are at odds. Rob pointed out that salary administration guidelines were established with the understanding that it would take awhile to move through the salary range with a combination of positive performance reviews and of years of service. After Nancy excused herself from the meeting, the Board determined that Wayne and Jeannie should go to the Finance Committee with the recommendation that there is some room for an increase for compensation for the Town Clerk. It was also important to speak to Shawn and Bob about the elected officials' benefits with regard to the Town Clerk to ensure that the benefits of the Town Clerk remain unchanged. It would also be important to determine where the budget comes in with regard to available money to increases in salary; looking at the history of raises the Town Clerk has received; looking at benchmarks for compensation set for comparable communities re: Town Clerk salaries; telling FinCom that the Town Clerk feels that her job is comparable to other Grade 8 positions in the Personnel Plan. After more discussion the Board decided that the Town Clerk salary is not within the purview of the Personnel Board.

Jeannie is to mail to Anita the spreadsheet re: salary. The Board Reviewed Pages 1-10 of the draft FY 2012 Personnel Plan.

Rob moved to accept changes to the Personnel Plan through Page 10.

Staffing update:

- a. Recruiting- Reserve Public Safety Dispatcher
- b. New Hires- Asst. Treasurer; Administrative Asst. to Chief of Police (internal);
Library Division Head – Circulation (internal)
- c. Terminations-None

The next meeting of the Board is scheduled for 7:00 pm at the Old Town Hall, on Monday, February 7, 2011.

Jeannie Horne, Human Resources Officer

