

PERSONNEL BOARD MINUTES

January 23, 2012

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairman
Robert L. Molla, III
Alexander Salmela
Anita Stiles
Jeannie Horne, Ex Officio
Guest: Betsy Sullivan, Finance Committee member

The meeting began at 7:10 pm. The Board approved the minutes from the November 30, 2011 meeting.

The Board then entered into a discussion regarding the removal of the Annual Town Meeting Article regarding an appointed vs. elected Town Clerk. We were joined by Betsy Sullivan, a representative from the Finance Committee. Ms. Sullivan indicated that the Finance Committee recently voted to include the Town Clerk article on the Annual Town Meeting warrant because they had concerns about the technical nature of the position. Ms. Sullivan explained that a Government Sub Committee studied the elected vs. appointed issue over many years, but the option was never put before the voters at Town Meeting. Ms. Sullivan made it clear that this issue is not about the current Town Clerk. Rather, it is Town's responsibility to provide succession planning relative to this important role. It was further explained that if this article is included on the final of Town Meeting Warrant, it would also have to be included on the ballot.

It was moved the Board support the inclusion of a 2012 ATM Article, to see if the Town will vote to change the position of Town Clerk from an elected to an appointed position. The Board voted unanimously in favor of this motion.

The discussion then turned to the issue of salary compression in the Library and Police Departments in terms of the compensation comparisons between the union and non union employees. As a result, the Board requested; a copy of the Deputy Police Chief Job description he Police Chief talk with the Board about the position and the need for it, related recommended compensation and grade placement before the Personnel Plan is finalized on February 15, 2012.

The Board recommended that we focus our benchmarking and job description efforts on the new positions of Deputy Police Chief, Facilities Manager and Director of Municipal Services. Then work to benchmark the other Personnel Plan positions in FY 13. To assist in that effort Sandy Salmela offered to talk with some individuals he thinks may be interested in filling the open seat we have on the Personnel Board. Jeannie Horne offered to write a posting for the 'Opportunities' page of the Town's website and have the Town Manager make an announcement during his Town Manager brief at the Board of Selectmen meetings.

Jeannie Horne provided the Board with an update regarding the petition that was filed with the Division of Labor Relations with regard to the Town of Duxbury Secretaries and Clerks, SEIU Local 888, and also provided a Municipal Health Insurance Reform Update.

The Board then discussed the Conservation Agent's \$6,000 salary stipend and if the Community Preservation Committee should fund this stipend as part of his regular salary, or in addition to it. Wayne Heward offered to contact the Town Manager to determine if the Conservation Agent's

Community Preservation Committee work occurs in addition to the 40 hours per week, or as part of them. It was determined that if the Community Preservation Committee work takes up the Conservation Agent's regular work week, the \$6,000 should be funded by the Community Preservation Committee to offset the currently salary and reviewed annually by the Personnel Board. Along those lines the Board requested that it be provided with a list of the current stipends being provided to non union employees so it can better understand to the scope of this practice and move forward in a fair, equitable and consistent manner with their recommendations.

It was moved that the Personnel Board authorize for the Town Accountant a onetime only, \$1,000 bonus that will not be ongoing, in recognition of the support she provides in the absence of the Information Technology Director. The Board voted unanimously in favor of this motion.

It was also moved that the position of Information Technology Director be full time, and the Board urged the Town Manager to take any and all action necessary to accomplish this. The Board voted unanimously in favor of this motion.

The meeting was adjourned at 8:30 pm. The next Board meeting will be on January 13, 2012

Jeannie Horne, Human Resources Officer