

**TOWN OF DUXBURY, MASSACHUSETTS
PERSONNEL BOARD MINUTES**

October 22, 2012

Old Town Hall
7:00 p.m.

Absent: Wayne Heward, Chairman
Present: Liz Hartford
Anita Stiles
Karen Butcher
Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

The meeting was called to order at 7:10 pm. Jeannie needs to resend the minutes to the members for review at the next meeting in November.

The meeting began with Personnel Plan Compensation update, with discussion about benchmarking. It was suggested that Stone Consulting be asked for the cost for a comp study. We need to figure out which positions overlap. A request should be made of every town to do a data dump. Our goal is to have 5 data points a minimum for the pool. Massachusetts Municipal Personnel Administration data should be used as well. We should try looking at Town Reports and make phone calls to gather salary survey data. A complete data search should be completed before our Personnel Board meeting in November.

It was suggested that the Town Manager Search Committee have evening and weekend meetings, so that Personnel Plan Members can participate.

A Staffing Update was provided by the Human Resource Officer:

- a. Recruiting: Deputy Chief (Personnel Plan/internal and external); Deputy Police Chief (Personnel Plan/internal and external); Assistant Collector (CBU/internal); COA Outreach Assistant (Personnel Plan / internal and external); Aerial Lift Operator (CBU/ external); Assistant Treasurer (CBU/internal); Municipal Services Department Assistant (part-time); Librarian (Children's - 40 hrs.)
- b. New Hires: Aerial Lift Operator (CBU/external)
- c. Promotions and Transfers – Fire Department Captain (CBU/internal); Assistant Treasurer.
- d. Voluntary Terminations – None
- e. Retirements – Town Manager (Personnel Plan / internal and external)

Per changes to the Open Meeting Law, effective 7/1/10, "A listing of topics that the chair reasonably anticipates will be discussed at the meeting" are to be listed on the agenda.

The meeting was adjourned at 8:15 pm. The next meeting is scheduled for Monday, November 12, 2012

Jeannie Horne, Human Resources Officer