

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

November 19<sup>th</sup>, 2012

Old Town Hall  
7:00 p.m.

Present: Wayne Heward, Chairman  
Anita Stiles  
Karen Butcher  
Elizabeth Hartford  
Rob Molla  
Jeannie Horne, Ex Officio  
Marianne Gonsalves, Ex Officio

Chairman Wayne Heward called the meeting to order at 7:00pm. September 17<sup>th</sup> and October 22<sup>nd</sup> 2012 meeting minutes were reviewed and approved unanimously.

Personnel Plan and Benchmarking Project was discussed. Jeannie stated that benchmarking data will need to be gathered and results reviewed. Karen and Liz suggested that 'Salary.com' can be used to research salary ranges. They will confirm if the site still has the same name. Jeannie will send the board members a copy of the proposal she received from Stone Consulting via email.

Draft FY 14 Personnel Plan for Town Report is being worked on. Jeannie did an overview of the changes that will occur; salaries, compensatory time (working in excess of 50 hrs). Further discussion on changes will occur at future meetings when draft is complete.

Town Manager Hiring Team Update was discussed. A suggestion to open the search committee to the public and other committee members. It was agreed that it is the most important position in the town and selecting a committee was of equal importance.

Staffing Update:

Recruiting

- a. Town Manager (Employment Contract/Personnel Plan internal and external), Deputy Police Chief (Personnel Plan/internal and external), Assistant Collector (CBU/external), Municipal Services Department Assistant (Part-time/CBU/internal and external), Children's Librarian (CBA/internal) COA Respite Assistant (Personnel Plan/internal and external)
- b. New Hires: COA Outreach Assistant (Personnel Plan/ external)
- c. Promotions and Transfers – None
- d. Voluntary Terminations – None
- e. Retirements – Children's Librarian (CBA)

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 8:00 pm. The next meeting is scheduled for December 15<sup>th</sup>, 2012.

Marianne Gonsalves – HR Administrative Assistant