

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

TOWN CLERK

14 AUG 11 PM 1:27

April 30<sup>th</sup> 2014, DUXBURY, MASS.

Old Town Hall  
7:00 p.m.

**Present:**

Wayne Heward, Chairperson  
Karen Butcher  
Anita Stiles  
Jeannie Horne, Ex Officio  
Marianne Gonsalves, Ex Officio

**Absent:**

Liz Hartford  
Stephen Shay

**Guest Speaker:**

Police Chief Matthew Clancy  
Assessor Steven Dunn

Postponed: Peter Buttkus

The meeting was called to order at 7:09 pm.

Chairman Wayne Heward motioned to open the meeting. Karen Butcher seconded the motion. All in favor 3:0.

Acceptance of meeting minutes: Wayne Heward made a motion to accept the January 13<sup>th</sup>, 2014 and February 10<sup>th</sup>, 2014 meeting minutes. No quorum present at meeting to accept the January 13<sup>th</sup>, 2014 or the February 10<sup>th</sup>, 2014 meeting minutes. Vote to accept will be postponed until next meeting. All in favor 3:0.

Guest speaker, Police Chief Matthew Clancy appeared before the Board to request that the position of Deputy Police Chief be upgraded from a Grade 9 to a Grade 10. In support of his request, Chief Clancy first distributed a 'Position Development History', a chronological review of the steps in the position's approval process outside of Civil Service through the Massachusetts 'Home Rule' provision. Chief Clancy then distributed a 'Salary Discussion' document summarizing compensation and classification data supporting his request to reclassify the Deputy Police Chief's position to a higher grade. In addition, Chief Clancy shared 'External and Internal Equity Snapshot' documents providing a picture of key benefit components for similar towns. In addition, the Chief provided a list of department improvements made since the Deputy Chief position was filled in January 2013, e.g., collaborating with the Duxbury Public Schools (reviewing school security procedures), merger of Police and Harbormaster Departments (centralizing policies and procedures), liaison to Fire Chief Nord for Duxbury's Regional Emergency Communications Center (DRECC), and duties not previously assigned to the Deputy Chief, now assigned due to his skill set and experience. Karen Butcher asked Chief Clancy if the job description is still valid for the role or has it changed due to the individual in the position. Karen requested that the Chief provide the board with a detailed description of how the Deputy Chief's job has changed and a historical perspective of how the salary budget has changed within the department. Chief stated that he would provide a revised job description and environmental changes. Chief Clancy concluded his presentation telling the Board that two main reasons for his request are; internal compression and the information discovered during his comparison research on market value and market compensation for this 2<sup>nd</sup> in command position.

Peter Buttkus was scheduled to present employee compensation information in regards to the DPW Office Manager but respectfully requested a postponement in order to do some additional research, making sure he gives the subject the attention it needs. The Board agreed to his requested postponement unanimously 3:0.

Steve Dunn, Town Assessor and John Madden, Finance Director, were next to present information requesting an increase to Steve's compensation. John Madden stated that he was present at the meeting to support Steve in his request. John explained to the Board that Steve was hired at a salary that was consistent with the benchmarking information acquired in 2011. After completing additional research in salary comparison for this position, he believes that Steve's experience and skills warrant a higher salary. Steve Dunn distributed to the Board a 'Comparison of Director of Assessing' spreadsheet which provided duties and procedural information for Director, Principal or Deputy Assessors in 15 'like' towns. After reviewing the key components for the spreadsheet with the Board, Steve emphasized that one unique difference is that Duxbury does the majority of the department's work on its own and doesn't have a vendor to complete key analysis components of the job. Wayne Heward asked Steve how his job compares to others, in other words, internal equity. Wayne explained that the Board would need to know this information. John Madden added that he agrees that the grade that Steve's job falls into is correct, but the salary based on current benchmarking research is off.

Staffing Update:

- a. Recruiting – HVACR Technician, Seasonal Helpers (Treasurer/Collector's Office), Executive Assistant to the Town Manager (Personnel Plan)
- b. New Hires – COA Program Manager, COA Administrative Assistant (Front Desk) COA Program Coordinator, COA Media Communications Coordinator, Fire Dept Assistant (Personnel Plan) Public Safety Dispatchers (CBU)
- c. Promotions and Transfers – None
- d. Voluntary Terminations – Temporary Seasonal DPW Worker (Personnel Plan)
- e. Retirements – None

New Business – None

Meeting adjourned 9:30pm

Documents reviewed:

1. Personnel Board Meeting Agenda dated 04.30.14
2. Personnel Board Meeting Minutes dated 01.13.14.and 02.10.14
3. Position Development History – Deputy Police Chief
4. Internal and External Equity Snapshot – Deputy Police Chief
5. Salary Discussion Summary – Deputy Police Chief
6. Comparison of Director of Assessing – Assessor
7. Additional Benchmarking information

Next meeting is scheduled for 05.19.14

Marianne Gonsalves - Human Resources Administrative Assistant

Submitted: 5.19.14 (no quorum) 6.16.14 (no quorum) 8.4.14

Approved: 8.4.14

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