

TOWN CLERK

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

SEP 25 AM 8:39  
DUXBURY, MASS.

Old Town Hall  
7:00 PM

**Present:**

Wayne Heward, Chairperson  
Liz Hartford  
Steve Shay  
Jeannie Horne, Ex Officio

**Absent:**

Anita Stiles  
Karen Butcher  
Marianne Gonsalves, Ex Officio

**Guest Speakers:**

Mathew Clancy, Police Chief  
Kevin Nord, Fire Chief  
Steve Dunn, Director of Assessing  
Peter Buttkus, DPW Director

The meeting was called to order at 7:15 PM

Wayne Heward motioned to open the meeting. Liz Hartford seconded the motion. All in favor 3:0.

Acceptance of meeting minutes: Wayne Heward made a motion to accept the May 19, 2014 meeting minutes. All in favor 3:0. No quorum present at meeting to accept the April 30, 2014 meeting minutes. Vote to accept April 30, 2014 meeting minutes will be postponed until next meeting. All in favor 3:0.

Matthew Clancy, Police Chief and Kevin Nord, Fire Chief to talk about the general inequity and salary compression regarding the Deputy Police and Fire Chiefs. Chief Clancy provided benchmarking information for positions that are second in command using our competitive set. Both Chiefs indicated that it is important to make every effort to retain these individuals and that the related compensation for these important public safety roles line up with the Personal Plan, Management provision, grade 10. Further, they explained that the hazards of each job and the requirements to mitigate those hazards are universal. The Deputy Police and Fire Chiefs are not eligible for comp time, over time, longevity pay, career incentive, or holiday pay and are often required to work evenings, weekend and holidays. In addition, in the Chief's absence, they are in charge of the department and have the authority to make life or death decisions. Wayne suggested that we conduct a job analysis and re-examine the data in consideration of a move to grade 10. The Chiefs explained that the Town of Duxbury provides some unique challenges with an extensive coastline and highway exposure, close proximity to Pilgrim Nuclear Power Plant, a growing regional dispatch center and significant storm exposure. Given these challenges, they expressed concern in our ability to retain and possibly attract future candidates without upgrading these roles to grade 10. The Board recommended further analysis by an external consultant

Steve Dunn, Director of Assessing, spoke to the Board as a follow up to his April 30, 2014 presentation. He reviewed the benchmarking that he provided at that meeting and acknowledged that while his peers in other Towns may have more years of service in position, he has more responsibility and seven years' experience in other towns and many more years' experience as a real estate appraiser. Steve indicated that Mattapoisett is the closest community to his own experience. As the Director of Assessing in Duxbury he completes the residential and commercial assessing in-house while most of the benchmarked communities outsource most of the work. For example, the same position in Hingham earns \$15,000 more annually, but does less work in house. Steve explained that he is looking to be compensated in accordance with his peers. The Board indicated that they would consider this information.

Peter Buttkus, presented information regarding the position of DPW Office Manager currently held by Trudy Lavin who has been with the DPW Department for 29 years. Peter acknowledged that it is impossible to benchmark all of the Personnel Plan positions to the level of detail that he has provided to the Board. He explained that he is looking to pay the DPW Office Manager somewhere in the mid-point of the range for grade 6. Peter stated that there are some issues with the benchmarking that was done last year. Such as,

the competitive set Towns do not actually have a specific DPW Office Manager function. The Board recommended that we clarify the Personnel Plan language regarding item #10 "Hiring of New Employees" to allow for years of service in department, in addition to years of service in position. The Board acknowledged that this is a grey area and that they want to examine other non-union language as it relates to years of service in department for compensation, and they want to understand the associated costs to transition to that model. The Board indicated that they want to continue to examine these compensation issues to create a solution that works for the Town. They asked the Human Resources Director to identify how many employees have 20, 25, and 30 years of service with their Departments.

The Board plans to revisit these issues at their next meeting.

Staffing Update: time did not allow for the update

- a. Recruiting –
- b. New Hires –
- c. Promotions and Transfers –
- d. Voluntary Terminations –
- e. Retirements –

New Business – None

Meeting adjourned 9:24 PM

Documents reviewed:

1. Personnel Board Meeting Agenda dated 06.16.14
2. Personnel Board Meeting Minutes dated 05.19.14
3. Deputy Police Chief benchmarking provided by Chief Clancy
4. Director of Assessing Job Posting
5. Director of Assessing Benchmarking provided by Steve Dunn
6. DPW Office Manager Job Posting dated 10.13.14
7. DPW Office Manager Job Posting dated 06.20.07
8. DPW Office Manager Pay Dilemma as of 07.01.14
9. Clerical Salary Schedules
10. DPW Office Manager benchmarking provided by Peter Buttkus
11. DPW Organizational Chart
12. Original benchmarking detailing Deputy Fire Chief, Deputy Police Chief, Director Of Assessing and DPW Office Manager
13. MMPA Salary Range Questions dated 05.20.14

Next meeting is scheduled for 07.21.14 (Rescheduled for 08.04.14)

Jeannie Horne - Human Resources Director

Submitted: 08.04.14, 09.22.14

Approved: 09.22.14