

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

TOWN CLERK

15 JAN 13 PM 12:00

November 10<sup>th</sup>, 2014 S.S.

Old Town Hall  
7:00 PM

**Present:**

Wayne Heward, Chairperson      Jeannie Horne, Ex Officio  
Karen Butcher                      Marianne Gonsalves, Ex Officio  
Liz Hartford  
Steve Shay  
Anita Stiles

The meeting was called to order at 7:10 pm.

Chair Wayne Heward motioned to open meeting. Steve Shay seconded the motion. All in favor 5:0.

Acceptance of meeting minutes: Request to clarify the 10.20.14 meeting minutes were made by Wayne Heward and Liz Hartford. Wayne motioned to accept the revised 10.20.14 meeting minutes. Liz Hartford seconded the motion. All in favor 5:0.

Jeannie Horne shared her Finance Committee presentation. Jeannie stated that the Finance Committee is not in favor of the Collins Center Study as presented. They feel that the Personnel Plan was designed to be more flexible in regards to salary. The Finance Committee members inquired why the Board wants to conduct a study since we recently completed one. Anita Stiles commented that she was surprised by these statements and feels that the Collins Study would solve some of our language gaps. Liz Hartford added that we should be able to address issues more easily. Ms. Hartford added that we should be addressing; our compensation philosophy and goals. Wayne Heward agreed, stating that historically the Board has addressed and adjusted the Personnel Plan to address issues. He supports the idea to parse out certain aspects of this study and make it a philosophy study. Karen Butcher suggested that Collins review our philosophy and ranges comparing them to other towns and how similar towns address their 'years of service' philosophy. Ms. Butcher added that these questions and subsequent answers will be helpful. Wayne Heward made a motion to have the Collins Center address the following tasks in regards to their Scope of Work proposal; Task Three (Analysis of Town's Practices), Task Five (Consultation with Town's Working Group) and some of Task Six (Preparation of a Comprehensive Draft Final Report). Steve Shay made a motion to reduce the scope of the Collins Center study. Anita Stiles second the motion. All in Favor 5:0.

New business: The Board then reviewed the recommended FY16 Personnel Plan changes including; probationary period for Call Firefighters, court appearances, workers compensation pay and accruals, performance salary review, retirement accrual pay out and schedule R maximum hourly rate.

Marianne Gonsalves provided a Staffing Update.

Wayne Heward made a motion to adjourn from open session and go into Executive Session in order to conduct strategy sessions in preparation for negotiations with nonunion personnel.  
Anita Stiles seconded the motion. All in favor 5:0.

Submitted: 01.12.15

Approved: 01.12.15

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

TOWN CLERK

15 JAN 13 PM 12:00

November 10<sup>th</sup>, 2014  
DUXBURY, MASS.

Old Town Hall  
7:00 PM

**Present:**

Wayne Heward, Chairperson    Jeannie Horne, Ex Officio  
Karen Butcher                    Marianne Gonsalves, Ex Officio  
Liz Hartford  
Steve Shay  
Anita Stiles

**Executive Session was called to order at 8:10 pm.**

Mr. Heward made a motion to have the Personnel Board go into Executive Session in order to conduct strategy sessions in preparation for negotiations with nonunion personnel, specifically, Trudy Lavin's Personnel Plan Step 3 Grievance, pursuant to Part 1, Section 14 of the 2014 Personnel Plan then adjourn from the Executive Session. Anita Stiles seconded the motion. All in favor 5:0.

Chairman Wayne Heward declared that confidentiality is required relative to this Personnel Plan grievance. As such, this matter will be discussed in Executive Session, as an open meeting may have a detrimental effect on the Town's position. Chairman Heward then took a roll call vote; Steve Shay/Aye, Anita Stiles/Aye, Karen Butcher/Aye, Elizabeth Hartford/Aye, Wayne Heward/Aye. All in favor 5:0. The motion was carried.

The Board determined that the average increase for Assessor and Deputy Chiefs was 8%. Karen Butcher made a motion to support up to an 8% increase for Ms. Lavin leaving the actual increase amount to the employee's Supervisor, Human Resources and Town Manager. Elizabeth Hartford seconded the motion. All in favor 5:0.

Wayne Heward motioned to adjourn the meeting. Anita Stiles seconded the motion. All in favor 5:0.

Meeting adjourned: 8:55 pm.

Documents reviewed:

1. Personnel Board Meeting Agenda dated 11.10.14
2. Personnel Board Meeting Minutes dated 10.20.14
3. Collins Center Compensation Study Scope
4. FY16 Personnel Plan
5. Personnel Plan Grievance, at step 3 pursuant to Part 1, Section 14
6. Salary Spreadsheet

Next meeting is scheduled for December 15<sup>th</sup>, 2014.

Marianne Gonsalves – Human Resources Administrative Assistant

Submitted: 01.12.15

Approved: 01.12.15