

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

TOWN CLERK

February 23rd 2015 10:46

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	Absent: Anita Stiles

The meeting was called to order at 7:08 pm.

Chair Wayne Heward motioned to open meeting. Steve Shay seconded the motion. All in favor 4:0.

Board reviewed 01.12.15 meeting minutes. Wayne Heward motioned to accept the 01.12.15 meeting minutes. Steve Shay seconded the motion. All in favor 3:0. (Liz Hartford was not at the 01.12.15 meeting)

The Board began with a discussion pertaining to the March 2015 Annual Town Meeting, reviewing Article 4. Jeannie Horne stated that Fin Com recommended that we narrow the Collins Center study's scope in order to; review our current practices as they relate to the Town's compensation philosophy, specially focusing on years of service in position, review our salary structure and current strategy of years of service in position vs. years of service in department, municipality best practices with regards to compensation philosophy and execution of philosophy, effectively compare the personnel plan positions with the union positions to ensure the compression issues are addressed, review the results and facilitate a discussion on next steps. Chairman Heward asked Jeannie if she is comfortable with the proposed new focus and Jeannie said she is. Steve Shay commented that this study is important. Wayne Heward added that the study will benefit everyone.

Jeannie stated that the Personnel Board is welcome to attend the Board of Selectmen's public Town Meeting Dress Rehearsal at 7PM on 3.2.15 in the Ellison Room at the Senior Center and shared that this meeting is designed to get a feel for the kinds of questions that may be raised during Town Meeting. The Board went on to review Article 4 Warrant for Town Meeting which will be held on Saturday, March 14, 2015. Board members discussed key components of the warrant in order to explain, if necessary, the purpose of the proposed changes in the Personnel Plan and the funds for the Collins Center study at Town Meeting. Jeannie asked the Board members if there were any questions about the proposed changes to the Personnel Plan and there were none.

New Business: None

Staffing Update: provided by Marianne Gonsalves

Documents reviewed:

1. Meeting Minutes – 01.12.15
2. Special Town Meeting Warrant
3. Articles in the Warrant for Annual Town Meeting
4. Draft FY16 Personnel Plan

Wayne Heward made a motion to adjourn the meeting. Steve Shay seconded the motion.
Meeting adjourned 7:43 PM

Next meeting is scheduled for 04.06.15

Marianne Gonsalves, HR Administrative Assistant

Submitted: 04.06.15

Approved: 04.06.15