

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

TOWN CLERK

September 21st, 2015 3:41

Duxbury Senior Center
7:00 PM

Present:
Karen Butcher
Liz Hartford
Jonathan Ruttgers
Steve Shay

Anita Stiles
Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

Guest Speaker: Mary Flanders Aicardi

DUXBURY, MASS.

Call to Order: Steve Shay called the meeting to order. Anita Stiles second the motion. All in favor 5:0. The meeting began at 7:00pm.

Executive Session:

New Business:

Old Business:

Collins Center Study: Jeannie Horne introduced Mary Flanders Aicardi, Associate with the Edward J. Collins, Jr. Center for Public Management and thanked her for coming to speak to the Personnel Board. Mary began by reviewing her qualifications and work history, her experience with mediations and HR audits. Mary also provided an update on the project and discussed the following items with the Board; the need to look at current policies and procedures, clarification of job descriptions, compensation trends and issues, the intention of our compensation system, compression, rank differentials, performance appraisal/merit system, COLA (cost of living adjustment), philosophy on longevity, movement through comp process, recognition of years of service; both in position and for the Town, benchmarking like towns in terms of comp practices, total benefits package, applicant attraction and employee retention, two case studies, philosophy regarding our compensation system moving forward, as well as what is working and what is not. Board member Karen Butcher emphasized the importance of addressing the compression issues in the Personnel Plan and also requested that the study include a list of comparable towns and how they're handling compression issues. Mary stated that she would add Karen's request to her draft outline which the Board can review and weigh in on. In closing, Mary stated that she believed that this exercise will be very useful and she was happy to have the opportunity to discuss the Collins Center Study progress with the Personnel Board.

Staffing Update: provided by Marianne Gonsalves

Open Session Minutes:

- Review of June 8th, 2015 meeting minutes. Anita Stiles motioned to approve. Steve Shay seconded. All in favor 3:0.
- Review of August 17th, 2015 meeting minutes. Approved as amended to include Liz Hartford's question regarding requirement for a Personnel Board Chair. All in favor: 5:0.

Documents reviewed:

1. Meeting agenda
2. June 8th, 2015 meeting minutes
3. August 17th, 2015 meeting minutes

Adjournment: Anita Stiles made a motion to adjourn. Karen Butcher second the motion. Meeting adjourned 8:45 PM.

Next meeting is scheduled for 10.19.15

Marianne Gonsalves, HR Assistant

Submitted: 10.19.15

Approved: 10.19.15