

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

Duxbury Senior Center ~ Ellison Room
7:40 PM

January 25th, 2016

Present: Absent: Guest Speaker: Mary Flanders Aicardi ~ Project Mgr.
Edward J. Collins, Jr. Center for Public Management

Karen Butcher Liz Hartford
Jonathan Ruttgers Steve Shay
Anita Stiles
Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

Call to Order: Co-Chair Karen Butcher made a motion to open the meeting. Jonathan Ruttgers seconded the motion. All in favor 3:0. The meeting began at 7:40pm.

Executive Session: N/A

New Business: N/A

- a. Old Business: Review and discussion of Collins Center's final report regarding Duxbury's non-union compensation policies and practices.
- b. Review and discussion of recommendations regarding Duxbury's nonunion compensation policies and practices.

Personnel Board members discussed the recommendations of the Collins Study regarding Duxbury's compensation policies and practices. Years of service, longevity, salary ranges, salary compression, and Duxbury's current classification system were discussed. Personnel Board members then fielded questions from those attending the meeting.

Postponed to next meeting: Review of draft Annual Town Meeting Articles amending the Town By-law known as the "Duxbury Personnel Plan"

Postponed to next meeting: Review of the draft FY 17 Personnel Plan

Staffing Update: Postponed to next meeting.

Open Session Minutes:

Review of January 11th, 2016 meeting minutes postponed to next meeting.

Documents reviewed:

1. Meeting agenda.
2. Collins Center Final Report

Adjournment:

Karen Butcher made a motion to adjourn. Jonathan Ruttgers seconded the motion. Meeting adjourned 9:00pm.

Next meeting is scheduled for 02.08.16

Marianne Gonsalves, HR Assistant

Submitted: 5/23/16

Approved: 5/23/16