

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

Personnel Board Meeting  
Old Town Hall – Conference Table  
7:00 pm, October 17, 2016

TOWN CLERK  
2016 DEC 22 AM 9:20  
DUXBURY, MASS.

Present

Karen Butcher  
Anita Stiles  
Elizabeth Hartford  
Jonathan Rutters  
Jeannie Horne, Ex-Officio  
Ashley Tanis

Absent

Steve Shay

Call to Order: Karen Butcher called the meeting to order and Anita Stiles seconded the motion. All in favor 3:0. The meeting began at 7:11 pm.

Executive Session: N/A

Open Session Minutes: 08/01/16

New Business:

Old Business:

Compensation & Classification Study Update:

- The internal compensation team met earlier in the day and finalized the communities that will be included in the benchmarking and noted how they were chosen being proximity and who we are/would be in competition with in regards to employment.
- The data points that will be collected include salary ranges of non-union positions and then auditing our internal ranges for each grade.
- Updating the Personnel plan and looking at items such as how employees move through their grade ranges and comparing the plan to the Town's various collective bargaining agreements.
- Looking at job descriptions internally as well as potentially requesting certain descriptions from other towns in the event of gaps in the salary range audit process.
- Goal is to have data prepared to present to other committees in December and/or January and submitting in February for approval of any changes for the March Town Meeting. If changes are required with pay it will be an incremental implementation.

Staffing Update: There were 11 new hires in August and 11 in September up to the date of today's meeting. Out of those 22, 2 are full-time/benefit eligible, 7 are Special Police Officers, and the others are part-time and/or seasonal. There were 2 terminations in August, both being part-time in the Police Department. There were 7 terminations in September, 2 being retirements, 3 seasonal, 1 intermittent, and 1 full-time. We currently have a large number of hires pending for the month of October as well. We are currently looking at applicant tracking software as well.

Documents reviewed:

1. Meeting agenda
2. Meeting Minutes of 8/01/16
3. Meeting Minutes of 8/22/16 – postponed due to inability to vote because 2 of the 4 voters were not present.

Adjournment: Karen Butcher made a motion to adjourn and Jonathan Rutters seconded the motion. All in favor 4:0. The meeting adjourned at 7:45 pm.

Jeannie Horne, Human Resources Director

Submitted: 11/21/16

Approved: 12/19/16