

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

Personnel Board Meeting
Old Town Hall – Conference Table
7:00 pm, December 19, 2016

Present

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

Absent

Steve Shay

Call to Order: Karen Butcher called the meeting to order and Jonathan Ruttgers seconded the motion. All in favor 4:0. The meeting began at 7:06 pm.

Executive Session: N/A

Open Session Minutes: 8/22/16, 10/17/16, and 11/21/16

New Business:

Second Draft of FY18 Personnel Plan:

- The second draft was presented and potential changes were highlighted and reviewed. Some new potential changes include language regarding direct deposit pay, payout of vacation and sick pay at death if eligible for retirement. Some language is pending compensation policy updates and potential changes may be coming regarding the pay structure compensation study completes.
- Each Committee member was given a draft copy for their own review and suggestions will be reviewed at the next meeting.

Old Business:

Compensation & Classification Study Update:

- At this point we received data back from 11 communities and retrieved data for 3 additional communities. All data has now been compiled and is in the process of being formatted and prepared.
- Discussion regarding results and information received is that grades 1-3 may be combined and the numbers of the grades may be adjusted along with some ranges. The ranges appear to need adjustments, but the top of the grades appear to be within or above the benchmark comparisons.
- It was suggested to not just look at the monetary amounts but the spread of the ranges to ensure conformity and appropriateness for the entire classification system as well as for each grade. Based on suggestions and discussion, the spreadsheet of data still will have more formatting changes and additions. Looking to complete first presentable draft in January and discussion around what to do and where to go with the results will follow, as well as a plan for incremental implementation.

Staffing Update: There were 5 new hires in November and 2 in December as of the date of today's meeting. Out of those 7, 2 are full-time/benefit eligible, 4 are Special Police Officers, and one is a Lifeguard. There was 1 termination in November, being a Special Police Officer. There were no terminations for the month of December thus far. The Harbormaster position was posted today internally for seven days.

Documents reviewed:

1. Meeting agenda
2. Draft FY18 Personnel Plan
3. Staffing Update
4. Meeting Minutes of 8/22/16 – postponed due to no quorum.
5. Meeting Minutes of 10/17/16 – Anita Stiles made the motion to approve 10/17/16 minutes, Karen Butcher seconded, all in favor 4:0.
6. Meeting Minutes of 11/21/16 – postponed due to no quorum.

Adjournment: Anita Stiles made a motion to adjourn and Karen Butcher seconded the motion. All in favor 4:0. The meeting adjourned at 8:22 pm.

Jeannie Horne, Human Resources Director

Submitted: 5/22/17

Approved: 5/22/17