

Date: December 6, 2021

Date Minutes Approved: December 13, 2021

TOWN CLERK

2021 DEC 14 AM 11:29

BOARD OF SELECTMEN

DUXBURY, MASS. OPEN SESSION MINUTES

Present: Fernando Guitart, Vice Chair; Cynthia Ladd Fiorini, Clerk; Theodore J. Flynn; and Michael McGee

Absent: Amy M. MacNab, Chair

Staff: René Read, Town Manager; Nancy O'Connor, Executive Assistant; John Q. Adams, Finance Director (attended remotely); and Jeannie Horne, HR Director

Others: Betsy Sullivan, Chair FC; Jerry Pisani, FC; Friend Weiler, FC; Shannon Godden, FC (remote); Al Hoban, FC (remote); Jack Kent, FC (remote); Joe Grady, Conservation Administrator; Holly Morris, Chair CPC; Shirin Everett, Esq. (KP Law - remote); Diane Bartlett, Chair-DAHT (remote); and Joellen Cademartori, GovHR Consultant (remote).

CONVENED IN OPEN SESSION (*In-person in the Mural Room and via remote participation*)

I. CALL TO ORDER This meeting was called to order at approximately 7:00 pm.
Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted in person and, as a courtesy, via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public and board members, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless required by law. Members of the public who wish to watch the meeting may do so by viewing the Duxbury Government Access Channels – Verizon 39 or Comcast 15. Viewers can visit www.pactv.org/duxbury for information about Duxbury programming including streaming on Duxbury You Tube, to watch replays and Video on Demand.

II PLEDGE OF ALLIGIANCE

III OPEN FORUM PUBLIC COMMENTS

No comments from the public.

IV NEW BUSINESS

Joint Meeting with Finance Committee to review GovHR Classification and Compensation Plan

Ms. Horne started the discussion by stating that this was the first time the Town has conducted an enterprise-wide classification and compensation study. She remarked that this was a huge project, but was a necessary process and an opportunity to learn through each other regarding the various Town positions. She stated that as part of the process she welcomed organizational feedback as they work to finalize the report. She emphasized the amount of work that went into this report as it reviewed 128 job titles, three contracts, seven labor organizations, non-union personnel, seasonal, and part-time positions. She also mentioned that collective bargaining would be a separate process. Ms. Horne added that the previous study in 2007 had 72 fewer job titles, which didn't include departments that

weren't part of the organization such as HR, Finance Director, IT and Facilities, and that report never looked at all positions across the whole Town. Ms. Horne then introduced Ms. Joellen Cademartori from GovHR.

Ms. Cademartori stated that this has been a fluid process and a joint effort with the Town. Her presentation included the following categories covered in the report:

- Scope of Work
- Job Evaluation
- Proposed Class Plan
- Salary Survey
- Proposed Compensation Plan
- Implementation of Plan
- Future Administration of the Plan

She provided a brief overview of each category of the report also mentioning that all work was done virtually with the employees. She looked at 128 job classifications. Ms. Cademartori explained that this report will help to establish internal equity, external competition, provide a salary analysis with comparable towns, all in an effort to develop a final report for moving forward.

Mr. Guitart thanked Ms. Cademartori for her presentation and asked the Finance Committee for their comments. Ms. Sullivan, FC Chair, remarked that this is a great deal of data, but asked how towns were chosen as comparable – such as Wareham. Ms. Cademartori replied that their analysis of other towns to find comparables included population, income per capita, EQV per capita, assessed value, tax levy, state aid, and total budget based on a point system – all information from the Department of Revenue, which can be found in Appendix B of the report. Wareham fell within the maximum points of 70 or higher (total 71) as a town within 30 miles of Duxbury. The study compared Duxbury with 16 other towns meeting the criteria.

Mr. Pisani added that in previous years he was critical of the current system and said that this report is well-overdue and important for the Town. He stated that this process is sending an important statement to the employees – we care about you, we intend to be competitive, hire the best and retain the best. He continued to say that no study is perfect, but felt that this is a pro-employee statement. He also remarked that with this report and process, they were trying to reach a balance and be fair on both sides between being competitive and reasonable to the tax payer.

Mr. Read read the following memo addressed to the Selectmen and Finance Committee into the record:

Dear Members,

We have carefully reviewed the results of the GovHR classification and compensation study and we concur with their recommendations.

As a result, we have a strategy to move forward with an incremental, multi-year funding and implementation approach to include merit pay as well as adjustments for 32 non-union employees whose present compensation falls below the minimum of the new pay range for their classification.

The total cost to bring non-union employees currently not in the range to the low end of the range is projected to be \$286,270. The funding breakdown is expressed in narrative form as follows:

The current balance from previous ATM Article 4 appropriations is \$110,000 which would be divided equally (\$55,000) for use in FY23 and FY24. For FY22 and FY23 ATM, we propose funding Article 4 at \$165,000 for each year. That would result in a total of \$220,000 for use in FY23 and \$220,000 for FY24. If approved, we would spend \$143,135 in FY23 and \$143,135 in FY24 to fund pay adjustments for 32 employees whose present compensation falls below the minimum of the new pay range for their classification, as noted in the classification and compensation study. The remaining balance of \$76,865 in FY23 and FY24 will be used to fund merit pay and one-time pay adjustments for long-term employees whose FY24 compensation falls within 5-10% of the bottom of the proposed pay range.

The funding breakdown expressed in chart form as follows:

Funding Source Totals per Fiscal Year			
	FY22	FY23	FY24
Balance available from previous ATM Article 4 appropriations	\$110,000	\$55,000	\$55,000
Future ATM Article 4 requests		\$165,000	\$165,000
Totals per Fiscal Year		\$220,000	\$220,000

Funding Source Uses per Fiscal Year			
		FY23	FY24
Study implementation cost per year		\$143,135	\$143,135
Merit pay and one-time pay adjustment cost for long term employees whose current compensation falls within 5-10% of the bottom of the proposed pay range		\$76,865	\$76,865
Totals per Fiscal Year		\$220,000	\$220,000

Per the recommendations contained in the GovHR classification and compensation study, employees whose present pay falls within the new pay range for their classification will be slotted into the new pay plan at their current compensation. Employees whose present pay is above the maximum pay of the range will be held at their current rate without a reduction in pay, until such time that further market analysis indicates commensurate alignment with the marketplace.

Finally, the cost and funding of study recommendations pertaining to will be reviewed as part of the upcoming collective bargaining process. As always, if you have any questions, please let us know.

At the end of the discussion, Mr. Read extended his thanks to Ms. Horne, Mr. Adams, Mr. Pisani, and Ms. Cademartori for all of their hard work on this project.

Mr. Guitart also commented that this report and process provided transparency and clarity, ensured equity, and demonstrated competitive pay – showing the residents that they will pay a fair price. Ms. Horne then added that these studies have been handled internally and if it wasn't for the hard work over the last 13 years, we would be looking at different numbers. She also expressed her thanks to the Town Manager, Board of Selectmen and Finance Committee for their support.

Discussion pertaining to signing Acceptance of Deed re: Pink Property Purchase

This potential purchase was presented to the Selectmen by Joe Grady, and on September 13, 2021, the Selectmen agreed to enter in a Purchase & Sale Agreement (pursuant to Special Town Meeting vote).

At the November 8, 2021 Special Town Meeting under Article 1, the voters approved the purchase of the property located on and off Old Cordwood Path along with a right of first refusal to purchase the Pink's home at a later date.

Ms. Ladd Fiorini moved that the Board of Selectmen, pursuant to the vote taken under Article 1 of the November 8, 2021 Special Town Meeting, purchase the parcels of land located on and off Old Cordwood Path and Enterprise Road, which parcels are identified as Assessors Parcels 086-015-006, 087-018-101, 087-020-003, and 087-020-001, from Lawrence W. Pink and Nancy J. Pink, Trustees of Pink Family Living Trust, for consideration of \$2,000,000, subject to a 10-year management agreement entered into with the Trustees, and to accept a right of first refusal and option to purchase the parcel located at 87 Old Cordwood Path from said Trustees, and, further, to execute, and to authorize the Chair to execute, on behalf of the Board, an Acceptance of Deed, Right of First Refusal and Option to Purchase, settlement statements, management agreements, and any and all other documents as may be necessary or convenient to accomplish the foregoing.

Seconded by: Mr. Flynn

Vote: 4:0:0

Discussion pertaining to CPA Grant to the Duxbury Affordable Housing Trust

Duxbury Affordable Housing Trust has requested CPA funds in the amount of \$100,000 for the provision of affordable units, the acquisition of affordable housing restrictions, and/or other projects to ensure long range affordability of affordable housing, etc., all as laid out in the Duxbury's Housing Production Plan. The CPC recommended this appropriation of funds. This request was approved at the May 15, 2021 Annual Town Meeting under Article 25 CPC – Housing Reserve Transfer.

Ms. Ladd Fiorini moved that the Board of Selectmen approve and execute the CPA Grant Agreement between the Town of Duxbury and the Duxbury Affordable Housing Trust to fund their request from the Community Preservation Fund in the amount of \$100,000 as approved by Town Meeting vote under Article 25 of the May 15, 2021 Annual Town Meeting.

Seconded by: Mr. Flynn

Vote: 4:0:0

Discussion pertaining to CPA Grant to the American Legion along with Right of First Refusal

The American Legion has requested CPA funds in the amount of \$25,100 for the purpose of preserving and rehabilitating the historic American Legion building (repairs and painting). The CPC recommended this appropriation of funds. This request was approved at the May 15, 2021 Annual Town Meeting under Article 26 CPC – Renovation, Repair and Painting of the American Legion. Also included with this Grant Agreement is a Right of First Refusal, Option to Purchase and Repayment Agreement.

Ms. Ladd Fiorini moved that the Board of Selectmen approve and execute the CPA Grant Agreement between the Town of Duxbury and the Duxbury Post of the American Legion No. 223 to fund their request from the Community Preservation Fund in the amount of \$25,100 as approved by Town Meeting vote under Article 26 of the May 15, 2021 Annual Town Meeting, and to accept and execute a Right of First of Refusal, Option to Purchase, and Repayment Agreement from the Duxbury Post of the American Legion No. 223 to the Town of Duxbury for the property located at 5 West Street, Duxbury.

Seconded by: Mr. Flynn

Vote: 4:0:0

V TOWN MANAGER'S REPORT

Mr. Read shared vaccine information from the school's Interim Superintendent, Dr. Klingaman. She was able to set up a mobile vaccination clinic for Duxbury on Wednesday, December 15th from 3:30-5:30 at the Steele Building, with the follow-up second clinic on Wednesday, January 5th from 3:30-5:30, same location. The clinic is being sponsored by the Executive Office of Health and Human Services, and will be run by Fallon Ambulance and Transformative Health Solutions. The clinic will serve students 5-11, 12-18, adult vaccinations, and adult boosters. They will be providing the staff to run the clinic. She also connected with Tracy Mayo (Health Agent) and Kathy Carney (Town nurse) before she scheduled the clinic, so they are aware. She also reached out to DFD. This clinic will be paid for by the State.

Mr. McGee thanked Mr. Grady for all of his hard work at the Christmas Tree farm over the weekend. Mr. Grady said that it was a great success as they sold approximately 150 trees.

Ms. Ladd Fiorini provided an update from DARI regarding the Afghan family moving into Duxbury. She was happy to report that the family of seven (five children and two adults) would be arriving in Duxbury sometime tonight (Monday, December 6). She thanked DHS Football Coach Matt Landolfi along with six football players for their hard work moving furniture, and she also thanked the Senior Center and GATRA for arranging transportation to Duxbury. Mr. Guitart welcomed the new family to Duxbury.

VI COMMITTEE APPOINTMENTS/RE-APPOINTMENTS/RESIGNATIONS None

VII ONE-DAY LIQUOR LICENSE REQUESTS None

VIII EVENT PERMITS

01/01/22 DEF Polar Plunge – Date Change

Ms. Ladd Fiorini moved that Jennifer Thorn, as a representative of the Duxbury Education Foundation, is granted permission to hold a Polar Plunge on Saturday, January 1, 2022, beginning at 10:00am (registration) to approximately 12:30pm as described in the application materials, contingent upon the conditions of the permit. *Seconded by Mr. Flynn* *Vote: 4:0:0*

IX MINUTES

Ms. Ladd Fiorini moved to approve the 11/15/21 and 11/22/21 Selectmen's Open Session Minutes, as presented. *Seconded by Mr. Flynn* *Vote: 4:0:0*

X ANNOUNCEMENTS

1) Next Scheduled Selectmen's Meeting will be on Monday, December 13, 2021 at 7:00pm in the Mural Room.

XI ADJOURNMENT

Ms. Ladd Fiorini moved that the Board of Selectmen adjourn at approximately 8:05 p.m.

Seconded by Mr. Flynn *Vote: 4:0:0*

Minutes submitted by Nancy O'Connor

LIST OF DOCUMENTS

- 1) BOS Agenda*
- 2) Finance Committee Agenda*
- 3) GovHR Classification and Compensation Plan*
- 4) Pink Property purchase documentation*
- 5) CPA Grant – DAHT*
- 6) CPA Grant – American Legion*
- 7) Event Permit*
- 8) Minutes*
- 9) Announcements*