

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

January 21, 2021

Location/Time: Zoom Meeting 1:30pm

Personnel Board Present: Mary Carrigan, Chairman, Juris Alksnitis, Mary Hornsby, Chris Dwelley, Town Administrator, *ex officio*, and Katelyn O' O'Brien, Asst Town Administrator

Compensation Study Contractor Present: Mary Aicardi, Collins Center

1. Acceptance of Minutes. The Board reviewed and unanimously approved the minutes of the January 14, 2021 meeting.

2. Progress Review of Compensation Study. The Board discussed the status of the Compensation Study. M. Aicardi reviewed and explained data patterns reflected on the collection matrix to date. At present, 14 Towns have provided data; some are in process and 4 have not yet responded. In some cases, responding municipalities have referred inquiries to information on their web sites. Collins Ctr staff will be following through to finalize collection so as to obtain a good data set, with Town Administrator mediation if needed. C. Dwelley noted that it is the contractor's responsibility to perform the collection work, and that he needs to maintain good relationships with our neighboring towns. We are pleased with the work to date and will meet via Zoom with M. Aicardi February 18th at 1:30pm for the next progress follow up.

3. Schedule. We also will be meeting via Zoom on February 3rd at 1:00pm to review some revised draft Town HR policies.

The meeting adjourned at 2:10pm.

Respectfully submitted,

Mary Carrigan, Chair