

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

February 18, 2021

Location/Time: Zoom Meeting, 1:30:pm

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

Compensation Study contractor present: Mary Aicardi

**1. Acceptance of Minutes.** The Board reviewed and unanimously approved the minutes of the February 3, 2021 meeting.

**2. Progress Review of Compensation Study.** The Board discussed the Feb. 16, 2021 draft data of the Compensation Study with M. Aicardi as follow up from the January 21, 2021 progress review. M. Aicardi shared some preliminary observations of data patterns suggestive of various positions being below market while others being approximately at market. More work will be done to finish the now largely completed data set. The Board also noted several areas for follow-up by M. Aicardi:

- Relocate union positions and data to a separate table for use by the Town Administrator. The Board's mandate under the By-Laws is to oversee non-union positions.
- Check with the Assistant Town Administrator to ensure that equivalents for all current positions are included, such as the Administrative Assistant – Highway, Account Assistant, and other positions which the Town is moving forward to staff.
- Describe and provide a calculation method for the Town to use in setting compensation goals as a percentile of market, and also as a tool to monitor progress to goals.

M. Aicardi also provided an informative *Survey COLA History* summary including nearby municipalities. It was noted and understood that each COLA listed would need to be taken in the context of where a respective community's compensation schedule placed in relation to market.

The Board will meet via Zoom with M. Aicardi on March 11<sup>th</sup> or 18<sup>th</sup> for the next progress follow up.

**3. Review and evaluation of the Accountant Assistant position description.** The Board rescheduled this item to the next meeting on February 25, 2021.

The meeting adjourned at 2:55pm.

Respectfully submitted,

Mary Carrigan, Chair