

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

February 25, 2021

Location/Time: Zoom Meeting, 10:00 am

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

1. Review and evaluation of the Accountant Assistant position. The Board discussed and rated the job description provided by K. O'Brien. This is a new nonexempt part time 20hr/week position to support the operations of the Accounting Department. The other positions are Town Accountant - level 15, and Assistant Town Accountant – level 7. The proposed job description was discussed with C. Dwelley and K. O'Brien, and it was agreed to relocate the first item under **Essential Functions** dealing with "Developing a thorough knowledge..." to **Knowledge, Ability and Skill**. The position description was then approved as revised. The grade level was calculated pursuant to the Dover, MA Position Evaluation Manual and rated at Grade 5 by unanimous Board vote. See attached *Personnel Board Position Evaluation For Accountant Assistant* sheet, February 25, 2021.

2. Classification Study RFP Update. K. O'Brien reported that the RFP was issued Feb. 26, 2021, and proposals are required by March 25, 2021. This will enable the Board to read and evaluate the proposals during the first week of April. Consistent with the RFP process and rating method, the objective is to determine which proposal is the most appropriate (methodology, experience, scope, etc.), advantageous, and in the best interests of the Town.

3. Town E-Mail Policy. The Board of Selectmen have adopted a new email policy effective Feb. 11, 2021, which has been circulated to staff and boards. As a result, the members of the Personnel Board are no longer required to utilize Town-assigned e-mail accounts and may use their personal e-mail accounts in communicating Board business. Board members asked for clarification regarding the extent of outside access to their personal accounts. C. Dwelley explained that this would be limited, and if requested, would only apply to e-mails specifically dealing with defined Board matters.

4. Meeting Schedule. The Board will meet via Zoom with M. Aicardi on March 11th or 18th for the next Compensation Study progress follow up.

The meeting adjourned at 11:00am.

Respectfully submitted,

Mary Carrigan, Chair