

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

March 21, 2022

Location/Time: Zoom Meeting 1:00 pm

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

- 1. Acceptance of Minutes.** The Board deferred review of its Feb. 10, 2022 minutes to next meeting.
- 2. New and updated Town Personnel Policies.** K. O'Brien reported that the set of these policies, as reviewed and approved by the Personnel Board, was brought before the Board of Selectmen (BOS) for review on February 17, 2022 and were officially approved at this BOS meeting. Next step will be for the Town's contractor to prepare this material for insertion in the official Personnel Policy binder.
- 3. Introductory review of DIJ "Classification and Compensation Study Final Report".** At request of the Personnel Board, K. O'Brien had provided print copies of the "Report" to Board members for their review. The "Report" is received under cover of DIJ transmittal dated Feb. 23, 2022. The Board views the "Report" as preliminary inasmuch as the job description component of the scope of work has not yet been completed, and as the "Report" contains multiple significant changes to the current Town classification and compensation system, which have not yet been discussed with the Personnel Board. An observation was made that the proposed compensation system resembles that of a corporate environment rather than systems in municipal settings. K. O'Brien will find out whether Mass. communities have adopted this type of system, and how it has worked out for them.

As a result of this introductory review, Board members raised a range of questions pertaining to the substance and implementation of the recommendations within the "Report". These will be compiled by J. Alksnitis and circulated to Board members for additional input ahead of the next meeting. The Board anticipates that several meetings will likely be necessary to work through the "Report".

- 4. Next Board Meeting:** March 31 at 1 to 2:30pm via Zoom. The Board will first meet to continue its review. Subsequently, DIJ will be scheduled to join the meeting to respond to key questions.

Meeting was adjourned at 2:25pm.

Respectfully submitted,

Juris Alksnītis