

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

March 25, 2021

Location/Time: Zoom Meeting, 10:00 am

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

Compensation Study contractor present: Mary Aicardi, E.J. Collins Jr. Center for Public Management

1. Acceptance of Minutes. The Board reviewed and unanimously approved the minutes of the February 18, and 25, 2021 meetings, respectively.

2. Progress Review of Compensation Study. The Board discussed the March 25, 2021 draft data of the Compensation Study with M. Aicardi as follow up from the February 18, 2021 progress review. M. Aicardi noted that all survey community data was now in. An initial look at the data shows a mix of Dover grade levels being at, above, and below market when compared with corresponding survey medians for minimum and maximum compensation. In particular there is a cluster of Dover below-market compensation values at the grade 7 level.

The Board noted that its first priority was to advise the Board of Selectmen (BOS) and Warrant Committee in the upcoming annual COLA determination process by reporting where the Dover actual compensation scale is in relation to the market 50th percentile, which is the current Town goal. This was last done by the 2016 pricing study and needs to be calculated with the current compensation study. M. Aicardi will consult the prior pricing study methodology regarding this calculation and provide an updated calculation based on her data analysis. Other follow-up by M. Aicardi will include adding in the Administrative Assistant – Highway, and Account Assistant positions not yet appearing in the study.

3. Town E-Mail Policy. As noted in the February 25, 2021 minutes, the Board of Selectmen adopted a new email policy whereby the members of the Personnel Board are no longer required to utilize Town-assigned e-mail accounts. Board members reconfirmed that they did not need these Town accounts and would use personal e-mail consistent with current practice.

4. Open Meeting Law. M. Carrigan reviewed the rules with the Board. A U-Tube video is also available for training, as needed.

5. Classification Study RFP Update. K. O'Brien reported that three proposals had been received to date. The Board agreed to and voted unanimously to serve as the Selection Committee and will convene on April 8, 2021 for a refresher on the RFP process.

The meeting adjourned at 11:20am.

Respectfully submitted,

Mary Carrigan, Chair