

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

April 12, 2022

Location/Time: Zoom Meeting 3:00 pm

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

**1. Acceptance of Minutes.** The Board reviewed and approved its Mar. 31, 2022 minutes.

**2. Review of DIJ “Classification and Compensation Study Final Report”.** The Board continued review and discussion of the Report (deemed preliminary) and D. Jacobs responses to questions raised by Board members. The following aspects were discussed and need further clarification:

- Is the proposed 5-grade system better for Dover-like towns, and has it been used successfully in MA? (K. O'Brien is also following up on this by researching MA information)
- Consider tightening the grade levels and clustering management positions?
- How are the Benchmark values and Growth Band ranges calculated?
- How will inflationary effects as expressed by COLA and other indicators be applied?
- Advantages/disadvantages of having multiple individual pay bands within each grade level?
- How would a step system be integrated into the proposed compensation plan given there would be some 40 individual position pay bands within the proposed 5 grade levels?
- What is rationale for characterizing a wage as “competitive” if within 15% +/- of a market standard; how is standard determined? 30% range appears over-broad.

Additional issues are outlined in the compilation of Board questions *Draft Review Questions re: DIJ Classification/Comp. Study report (deemed preliminary)*, dated March 27, 2022.

C. Dwelley and Board members also discussed exploring a number of possibilities to potentially adopt selected beneficial concepts from the Report and apply these to the current compensation plan, such as having a “Growth Band”.

As previously noted, the Board will need several meetings to work through the “Report”, will reconvene to continue its review, and schedule DIJ for further explanations.

**3. Update on progress of revised job descriptions.** K. O'Brien reported that these were essentially done, and are being finalized ahead of transmittal to the Personnel Board.

**4. Next Board Meeting:** April 20, 2022 at 9am via Zoom, to review and evaluate a job description for a new DPW Operations Superintendent position.

Meeting was adjourned at 4:15pm.

Respectfully submitted,

Juris Alksnītis