

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

April 20, 2022

Location/Time: Zoom Meeting, 9:00 am

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

Other Town staff present: Kevin McCabe, Director of Public Works

1. Acceptance of Minutes. The Board deferred review of the minutes for its Apr. 12, 2022 meeting to its next meeting.

2. Review and evaluation of proposed new DPW Operations Superintendent/Superintendent of Streets position. K. McCabe explained that the Town was moving toward consolidating public works type positions and functions into a Department of Public Works. K. O'Brien had forwarded a report titled *Dover, MA Public Works Operations Consolidation Study*, March 2021, (DPW Study) by Community Paradigm Assoc. Inc. to the Personnel Bd. for its information. The DPW Study recommends that the Town "merge the various public works functions and associated departments into one consolidated Department of Public Works." (p. 24.) At present, the Board of Selectmen (BOS) has not as yet formally approved the reorganization, but is reportedly inclined to consider it. A number of Town By-Laws will need to be changed in order to achieve this. The Superintendent of Streets position (in charge of the Highway Dept.) has been vacant since retirement of the previous position holder and would be replaced by the proposed Operations Superintendent. This position is a new FSL exempt full time position, would report to the Director of Public Works, and would manage the operations of the consolidated DPW.

The Board discussed the job description provided by K. Mc Cabe and K. O'Brien and noted the following which need to be clarified in the proposed job description:

- Compare with previously approved Director of Public Works job description and ensure Operations Superintendent language does not inadvertently duplicate functional lead responsibilities, but is assistive to the Director of DPW.
- Compare with DPW Study to ensure that position incorporates responsibilities and work articulated in the DPW Study, considering that it may be approved by the BOS in the future.
- State FSL exempt status of position (see Director of DPW language as example).
- Determine who has lead responsibility for procurement – this position or Director of DPW?
- Compare special overtime provision with recently adopted Town Hours of Work Policy to ensure consistency with the Policy.
- Under Education and Experience, consider whether there should be a 3 yr supervisory experience requirement for a candidate regardless of education level. At present there is no such requirement for a candidate with an Associate Degree.

K. O'Brien and K. McCabe will collaborate on addressing the above clarifications and will forward a revised version of the job description to the Board.

The Personnel Board did not take a formal vote on the proposed job description at this time. However the Board did an initial evaluation of the position pursuant to the existing *Dover, MA Position Evaluation Manual* and unanimously rated the position at Grade 13. As noted above, the proposed job description was discussed with K. McCabe, and with K. O'Brien, who also participated in the evaluation process. See attached *Personnel Board Position Evaluation For DPW Operations Superintendent* sheet, April 20, 2022.

K. O'Brien will request the reclassification study contractor DIJ to do a position description utilizing the proposed new format.

2. Meeting Schedule. The Board discussed uncertainties and potential family risks which may be associated with the current uptick in Covid-19 cases, and decided to meet via Zoom on May 3, 2022 at 1PM with DIJ.

Meeting adjourned at 10:35AM.

Respectfully submitted,

Juris Alksnītis