

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

April 23, 2021

Location/Time: Zoom Meeting 1:00pm

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

1. Acceptance of Minutes. The Board deferred review and acceptance of the minutes for Apr. 15, 2021 to the next meeting.

2. Reference check questions pertaining to Classification Study proponents. K. O'Brien together with the Board refined and finalized the questions for checking the references of proponents. The Board voted to approve the questions. Reference checks are necessary prior to award of the work in order to appropriately support the final decision.

3. Follow-up questions pertaining to Classification Study proposals. The Board noted that the work plan schedules within proposals submitted by Collins and DIJ, respectively, needed clarification. The tasks and related elements of the work described in RFP Sections III Scope of Services, and IV Additional Requirements, along with effective phasing of the four position groupings needs to be clearly reflected. K. O'Brien will request clarified work plans with schedules from these firms.

4. Compensation Study update. (a)The calculation and related methodology for determining where the Dover actual compensation scale is in relation to the market 50th percentile have not yet been received. It should include comparison of individual Town workforce positions to the market 50th percentile. C. Dwelley and K. O'Brien will review what has been received to date, and contact M. Aicardi to ensure this information is provided.

(b) Absent hard-to-collect data for On-call Fire Volunteer responders, follow-up is needed to obtain at least an illustrative sample of such compensation rates in Massachusetts for Town use.

5. Meeting schedule. The next Board meeting was scheduled for 1PM, Thursday, May 6, 2021.

The meeting adjourned at 1:50pm.

Respectfully submitted,

Mary Carrigan, Chair