TOWN OF DOVER, MA

Personnel Board Meeting Minutes

May 3, 2022

<u>Location/Time:</u> Zoom Meeting 1:00 pm

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

<u>Contractor present</u>: Don Jacobs, Principal, DIJ Management Consultant Services

1. Acceptance of Minutes. The Board reviewed and approved its Apr. 12, 2022 and April 20, 2022 minutes.

2. Review of DIJ "Classification and Compensation Study Final Report". The Board continued review and discussion of the Report (deemed preliminary) with D. Jacobs present to provide further explanations.   D. Jacobs explained the calculation of the benchmarks and proposed Hiring, Equity, and Growth bands, and noted that these were wider than the pay ranges of the current grades. There are no step grades in the proposed system, but can be added at the request of the Town. The proposed range of +/- 15% for determining wage competitiveness can be narrowed, if the Board feels it is overly broad.

The Board Is comfortable with the Fair labor Standards Act being built into job descriptions and is not opposed to the concept of a 5 level grade system. While the Board supports further discussion of a possible Growth payment band, it questions the utility of the proposed Hiring Band containing low-end wage rates which appear to be under market.

The Board continues to request information necessary to be able to assess the details of changes to the compensation plan and the cost to the Town of moving from the current system to a different system. D. Jacobs noted that he has a worksheet for calculating this cost.

The Board will continue reviewing the DIJ information, and will appreciate receiving the results of Kate's reach-out to receive feedback from other Mass. communities utilizing this type of 5 level grade system.

3. Next Board Meeting: To be scheduled when additional information is available.

Meeting was adjourned at 2:30 pm.

Respectfully submitted,

Juris Alksnītis