

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

May 6, 2021

Location/Time: Zoom Meeting 1:00:pm

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

1. Acceptance of Minutes. The Board reviewed and accepted the minutes for the Apr. 15, 2021 and Apr. 23, 2021 meetings, respectively.

2. Award of Personnel Classification Study work. K. O'Brien reported the results of the reference checks pertaining to the Collins Ctr, and DIJ Consulting, respectively, which were positive.

The Board discussed and awarded the Personnel Classification Study work to DIJ Management Consultant Services by unanimous vote of 5 – 0.

As part of this work, over the next months, the Administrative, Library, Management and Professional, and Highway and related positions will be updated to ensure that all positions in the Town are internally equitable.

3. Compensation Study update. The Compensation Study is in the process of finalizing the data that compares the market position of Town of Dover's positions to comparable towns. This will provide us with the basis for our compensation going forward.

4. Meeting schedule. Follow-up Board meeting was scheduled on Thursday, May 20, 2021 at 1PM.

The meeting adjourned at 2pm.

Respectfully submitted,

Mary Carrigan, Chair