

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

May 26, 2022

Location/Time: Zoom Meeting, 9:00 am

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

Town Board of Health (BOH) representative present: Kay Peterson, BOH Chair

1. Review and evaluation of proposed new Board of Health, Health Agent position. K. Peterson explained that the BOH is moving to consolidate public health responsibilities currently performed part time by contracted agents into a new Health Agent position. This was recommended by Community Paradigm Assoc. Inc., consultant engaged by the Town. The following contracted work will be incorporated: septic agent, water well agent, and food agent. In addition, the Health Agent will oversee office administrative staff, perform various unassigned duties currently informally done by BOH members, oversee the Animal Inspector, and coordinate with future public health nurse. Currently, payment of BOH contracted services is handled through a revolving fund, which receives the fees charged for such services. The new Health Agent position will be on the Town payroll as a full time staff position (35 hrs) reporting to the Board of Health. A determination needs to be made whether this is an FSLA exempt or non-exempt position.

The Personnel Board did not take a formal vote on the proposed job description at this time. K.O'Brien will forward a copy of the job description in the new DIJ format. The Board did an evaluation of the position pursuant to the existing *Dover, MA Position Evaluation Manual* and unanimously rated the position at Grade 12. As noted above, the proposed job description was discussed with K. Peterson, who also participated in the evaluation process. See attached *Personnel Board Position Evaluation, Board of Health - Health Agent* sheet, May 26, 2022.

2. Meeting Schedule. The Board will meet via Zoom on June 6, 2022 at 1PM to review and discuss a revised compensation plan option prepared by DIJ at the direction of the Town Administrator.

3. Candidate for Dover Personnel Board. An informal introductory meeting with a prospective new member to be scheduled. Appointing authority to be determined.

Meeting adjourned at 2:10 PM.

Respectfully submitted,

Juris Alksnītis