

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

June 3, 2021

Location/Time: Zoom Meeting 2:00:pm

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

1. **Acceptance of Minutes.** The Board reviewed and accepted the minutes for its May 27, 2021 meeting.
2. **Update of Personnel Classification Study Work.** We met to plan the meeting next week with Donald I Jacobs, Principal, DIJ Municipal Management Services. The Personnel Board highlighted:
 - a. The need for consistency with market studies that link to the Studies in 2001, 2004,2008,2012, and 2016.
 - b. The need for the DIJ work to have an approach, starting with the Orientation and subsequent Draft Job Descriptions for the listed Town positions, - to have linkage with the Dover context and existing processes to date.
 - c. The need to integrate the recent Collins Ctr. Compensation Study into the completed Classification and Compensation Plan and Study Report.

The Board decided to prepare a set of questions which K. O'Brien will forward to DIJ ahead of our meeting with the contractor on June 10, 2021. Board members will send their questions and comments to J. Alksnitis, who will compile a coordinated set of questions for distribution.
3. **Compensation Study Update.** K. O'Brien reported that Collins Ctr did send out a survey regarding Firefighter compensation, and is awaiting the results. K. O'Brien will also e-mail the Compensation Study draft data set, now containing the 50th percentile market marker, and draft report to Board members.
4. **Town Hall reopening.** Dover TH will officially reopen on June 16, 2021.

Meeting adjourned at 2:55pm.

Respectfully submitted,

Mary Carrigan, Chair