

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

June 10, 2021

Location/Time: Zoom Meeting 2:00:pm

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

Contractor Present: Donald Jacobs, Principal, DIJ Municipal Management Services

1. **Acceptance of Minutes.** The Board reviewed and accepted the minutes for its June 3, 2021 meeting.
2. **Orientation meeting for initiation of the Personnel Classification Study.** The Personnel Board met with Donald Jacobs, Principal, DIJ Municipal Management Services, selected to do the Town's Classification Study, and to integrate the Compensation Study. D. Jacobs was provided an opportunity to explain his approach, classification process, implementation plan and schedule. During the course of discussion, D. Jacobs touched on the questions contained in the list titled *Questions for DIJ regarding Classification Study*, and sent to him ahead of the meeting, and responded to further questions.

The discussion surfaced several potential major differences in outcomes and processes compared to the Town's historical classification and compensation methods and approaches. The Board felt the Selectmen and perhaps the Warrant Committee should be made aware of these aspects and related implications at the start of the study:

- Potential consolidation of tiers of grades that could change the Town **Classification Structure**.
- Calculation of future compensation by utilizing a "Hiring Pay Band" and a "Market Equity Pay Band" by position, - differing from how the Town has operated for decades.
- A different methodology for calculating and applying annual cost of living changes.

The Board reserves judgement as to their applicability and efficacy in Dover, until the above are fully explained during the course of the study, and effects on the Town are fully understood. The Classification Study and Compensation integration work will be completed later in the current year.

3. **Annual COLA process for FY 2023 budget.** Calculations and presentation of recommendations to the Warrant Committee and Board of Selectmen will be done as usual (late summer) and consistent with past practices. We will use the current Compensation Study (Collins Ctr.) data along with the most current CPI and similar indices to develop our recommendations.

Meeting adjourned at 3:55pm.

Respectfully submitted,

Mary Carrigan, Chair