

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

6/13/2023

Location/Time: Zoom Meeting, 11:00AM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Rick Reed, Interim Assistant Town Administrator, *ex officio*

- 1. Quorum confirmed.** All 3 current appointed Board members present.
- 2. Review and approval of prior minutes.** The Board reviewed and unanimously approved its minutes for May 23, 2023.
- 3. Review and approval of proposed revised Board of Health (BOH) Administrative Assistant position description.** The Board reviewed and discussed proposed changes to the subject FLSA non-exempt part time BOH Administrative Assistant position description completed during the reclassification process and rated at Grade level 1. The BOH has two such part time positions, with the number of hours determined by the BOH consistent with workload and budget considerations. Interim Asst. Town Administrator R. Reed participated in the review process and explained that the changes remove the references to the Chairperson of the BOH to clarify that the position is under the general supervision of the BOH and its Health Agent and to add the task of taking BOH meeting minutes. Following discussion, the Board concluded that the proposed wording changes do not trigger re-evaluation or reclassification of the position description. The following motion was made and seconded:

MOTION: To approve the 5/23/2023 draft revised BOH Administrative Assistant position description effective 6/13/2023.

VOTE: The Personnel Board voted unanimously to approve the motion.

R. Reed will follow up to incorporate the approved revisions into the position description and circulate the final version to the Personnel Board.

- 4. Review and approval of proposed Classification/Compensation Study Summary Report.** The Board concluded review of the draft document *Classification & Compensation Study Summary Report* dated June 1, 2023. There were no further questions, clarifications, or discussions. Consistent with Personnel By-Law 44-6C and D, and Town of Dover Personnel Rules and Regulations, Last amend. Feb. 17, 2022, Section 4.1 Classification and Compensation Plan, the following motion was made and seconded:

MOTION: To approve and adopt for use by the Town of Dover, the document titled: [Town of Dover seal] *Classification & Compensation Study Summary Report* dated June 1, 2023 effective June 13, 2023.

VOTE: The Personnel Board voted unanimously to approve the motion.

- 5. Review and approval of updated Classification/Compensation system Position Rating Manual.** The Board concluded review of the document *Town of Dover Position Rating Manual (PRM)* initially approved by the

Personnel Bd. 2/16/23 and recently updated by incorporation of appendices A, B, C, and D. There were no further questions, clarifications, or discussions. Explanatory note: documents incorporated under appendices A, B and D, respectively, were previously approved by votes of the Board on 2/16/23.

Consistent with Personnel By-Law 44-6C and D, and Town of Dover Personnel Rules and Regulations, Last amend. Feb. 17, 2022, Section 4.1 Classification and Compensation Plan, the following motion was made and seconded:

MOTION: To approve and adopt for use by the Town of Dover, the updated document titled: *Town of Dover Position Rating Manual* updated effective June 13, 2023, by incorporating Appendices A, B, C, and D, and with concurrent approval of Appendix C- Non-Union Classification Plan Rating Table.

VOTE: The Personnel Board voted unanimously to approve the motion.

6. **Board of Health (BOH) Agent new Classification System position description rating status.** As part of the preparatory work for item 3., above, it was found that a new format BOH Agent position description had been filed, but had not been rated pursuant to the then proposed new *Position Rating Manual (PRM)*. As a result, this position appears to have been inadvertently omitted from the following documents: “Non-Union Classification Plan Rating Table (now Appendix C to the *PRM*), and also from the “Town of Dover Classification Grade Structure” (now Appendix 3 to the *Summary Report*). This may be rectified by evaluating and rating the position description in the near future and based on the outcome, updating the above-referenced appendices by inserting the position into the respective applicable categories. R. Reed noted that when rated, it is likely the position may potentially be at Grade level 4.
7. **Review of compensation plans.** The Board officially approved a new compensation plan consistent with the new classification system at its meeting on June 6, 2022. This plan was designated as Option 1 (see minutes). However, the Town deferred implementing Option 1 and largely continued using the existing compensation plan with market adjustments during FY2023. As a result, the Board has not had an opportunity to consider for approval the compensation plan to take effect July 1, 2023 (i.e. FY2024). This iteration of the compensation plan consists of a “FY2024 Legacy Salary Plan” and a new “FY2024 Salary Plan – Non-Union.” (See *Summary Report*, June 1, 2023). The Board delegated to Juris Alksnitis and Rick Reed the task to review the trail from the compensation plan officially approved by the Board as Option 1 to the compensation plan to take effect July 1, 2023 and report their findings to the Board at its next meeting on July 11, 2023.
8. **New Classification System position descriptions.** Position descriptions were updated and formatted consistent with the reclassification study and process. This work was completed under supervision of the prior Town Administrator Chris Dwelley and prior Assistant Town Administrator Katelyn O’Brien. The Board concluded that it will rely on the work of C. Dwelley and K. O’Brien, and there were no further questions, clarifications or discussions. As noted in the minutes of 2/16/23, the Board agrees with IATA R. Reed that he may remove the notation “draft” from each position description. Consistent with Personnel By-Law 44-6C and D, and Town of Dover Personnel Rules and Regulations, Last amend. Feb. 17, 2022, Section 4.1 Classification and Compensation Plan, the following motion was made and seconded:

MOTION: To receive as completed by C. Dwelley and K. O'Brien for use by the Town of Dover, the folder containing the updated position descriptions titled: *New Position Descriptions*, modified Jan. 3, 2023.

VOTE: The Personnel Board voted unanimously to approve the motion.

Explanatory note: It is understood that in the interim, a number of positions have undergone further changes and new position descriptions have been created. As a result, the most recently approved position descriptions are in effect and are presumed to have been included in the folder.

9. Status of incoming new Town personnel: R. Reed reported the following:

- Director of Human Resources – The Town and Dover-Sherborn Regional School District have agreed to collaborate on a pilot basis and have the new Director in charge of human resources for both entities. This will necessitate creation of an intermunicipal agreement for approval by the Board of Selectmen. As additional assistance will be required to handle the increased workload, a position description will be written for support staff to the Director, to be duly evaluated and graded per established procedures. Ms. Robin Tusino was selected by the Town, and also the Regional School District, respectively, following interviews by both entities. She has accepted an offer of employment and will likely begin on July 10 and be introduced to the Personnel Board at our upcoming meeting on July 11, 2023. R. Tusino will regularly attend Personnel Bd. meetings going forward.
- Town Administrator – The Board of Selectmen have approved Mr. Michael Blanchard as the new Town Administrator. He is scheduled to start on July 17, 2023.
- Assistant Town Administrator – Resumes have been received from a number of candidates and will be narrowed down to finalists by R. Reed. New Town Administrator M. Blanchard will be involved in the final selection.

10. Positions and compensation schedules external to the new Classification & Compensation system. Due to various circumstances, a number of positions and compensation schedules created recently and over time were not included in the reclassification process. These need to be identified, inventoried, and organized into a titled manual or file. Discussion and status deferred to next meeting on July 11, 2023.

11. Next Zoom meeting: 11:AM – 12:30PM Monday, July 11, 2023 which will accommodate R. Reed's return from pre-scheduled vacation trip.

Meeting was adjourned at 12:12pm.

Respectfully submitted, Juris Alksnītis, Co-chair