

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

July 27, 2021

Location/Time: Zoom Meeting 9:00:am

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 postponed review of the minutes for its June 10, 2021 meeting to the next Board meeting.

**2. Results of the Compensation Study by Collins Ctr.** It has been five years since the prior study. The current study was done during FY2021. The Board reviewed the results as shown in the relevant spread sheets. It was noted that the Town Administrator had calculated Dover's position to market. The document titled *Dover Market Analysis by Title 3-25-21 (1) (2)* shows that Dover's overall position to market = -7% below the Town's 50<sup>th</sup> percentile target.

**3. Dover compensation rates lagging market.** A significant number of Dover positions are below market, some with large negative differentials. The Board discussed various approaches to remedy this key concern. These included use of COLA, administrative adjustments, structure changes, among others. Further work and discussion will be needed to develop a solution with the Warrant Committee and the Board of Selectmen.

**4. Annual COLA recommendation to the Warrant Committee and Board of Selectmen.** We will need to develop a figure soon for the FY2023 budget per the annual schedule. It will be based on increases reflected in data from standard indices including CPI, national and regional employment cost, Social Security and US Government. Also need to take into account increases due to accelerating regional economy recovering from Covid-19.

**5. Next Zoom meeting:** Tuesday, Aug. 3, 2021 3pm.

Meeting adjourned at 10:15am.

Respectfully submitted,

Mary Carrigan, Chair