

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

Aug. 26, 2021

Location/Time: Zoom Meeting 1:00 PM.

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

1. Acceptance of Minutes. The Board reviewed and approved the minutes for its Aug. 3, 2021 meeting.

2. Annual COLA recommendation presentation to the Warrant Committee and Board of Selectmen for FY 2023. The Board finalized the Overview of the Town of Dover Compensation System and Personnel Board Recommendations for FY 2023 presentation. An added slide to precede the presentation is being prepared in order to provide context for where we are in the process of the compensation and classification studies in relation to the COLA process. These will be given to the Warrant Committee and the Selectmen shortly.

3. Dover's compensation position to market. K. O'Brien recently circulated a worksheet to the Board showing the calculation of position to market without 4 cases with significant under-market differentials. The overall outcome was -6% to market compared to -7% to market, confirming the serious market lag which needs to be addressed.

4. Update on Classification Study. K. O'Brien reported that the study is moving ahead, with the majority of personnel questionnaires submitted. The study Contractor has started writing updated job descriptions. Kate will schedule a meeting with the Contractor to update the Board on the status of work.

5. Next Zoom meetings: Thursday, Sept. 9, 2021: Warrant Committee in the morning, tbd; Personnel Bd – 12N; Board of Selectmen – 6:30PM

Meeting adjourned at 1:45PM.

Respectfully submitted,

Mary Carrigan, Chair