

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

September 29, 2021

Location/Time: Zoom Meeting, 11:00 am

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

Other Town staff present: Dave Sullivan, Mun. Proj. Manager and Gerard Lane, Treasurer/Collector

Town Contractor present: Carl Valente

1. Acceptance of Minutes. The Board reviewed and approved the minutes for its Aug. 18, 2021, and Aug. 26, 2021 meetings.

2. Review and evaluation of proposed new Project Manager position. The Board discussed and rated the job description provided by Municipal Project Manager Dave Sullivan and K. O'Brien. This is a new non-exempt full time position to support the Municipal Project Manager, other municipal departments, and Town operations, with emphasis on software and computer systems. The proposed job description was discussed with D. Sullivan and K. O'Brien, who also participated in the evaluation process. It was noted that given the ongoing Town Classification Study, this position would be subject to review and possible modification as part of the overall Town process. K. O'Brien and D. Sullivan stated the Town needed to move ahead soon to advertise and fill the position. The grade level was calculated pursuant to the Dover, MA Position Evaluation Manual and rated at Grade 6 by unanimous Board vote. See attached Personnel Board Position Evaluation For New Project Manager sheet, September 29, 2021. (Note: the Board took no action regarding approval or disapproval of the job description.)

2. Review of draft Personnel Policy: Hours of Work, v7. C. Valente introduced the new draft Hours of Work policy which, when adopted, will supersede the current policy and regulations in the official Personnel Rules and Regulations of the Town. The intention is to create a linkage from the employee to the department head along with connection to the payroll system and other web portals in finance. This will provide consistency across the Town and more access to information for employees, department heads and the financial staff. Board members had a number of questions, and requests for clarification of some sections of text. C. Valente will coordinate with J. Alksnitis to capture follow-up items so as to provide a revised draft for Board review and approval at the next Board meeting.

3. Meeting Schedule. The Board will meet via Zoom on October 14, 2021 at 1PM, and on October 26, 2021 at 10AM.

Meeting adjourned at 1:15PM.

Respectfully submitted,

Mary Carrigan, Chair