

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

October 14, 2021

Location/Time: Zoom Meeting, 1pm

Personnel Board Present: Mary Carrigan, Chairman, Juris Alksnītis, Mary Hornsby, Sue Geremia, Katelyn O'Brien, Asst Town Administrator, and Chris Dwelley, 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, finalized, and approved the minutes for its Sept. 9, 2021, and Sept. 29, 2021 meetings.

2. COLA update. C. Dwelley reported that the Board of Selectmen had not yet voted a FY2023 COLA increase, and that he will be following up with them to address this matter which needs to be resolved.

3. Review and evaluation of updated Director of Public Works (DPW) position. The Board discussed and rated the job description provided by K. O'Brien. This is an exempt full time high level position in charge of the Dept. of Public Works supervising 15 (or more) FT employees. Given the ongoing Town Classification Study, this position will be subject to review as part of the overall Town process and will be integrated when the study is completed. The grade level was calculated pursuant to the Dover, MA Position Evaluation Manual with a scoring result which exceeded the scoring scale in the current system. C. Dwelley noted that this is an issue which needs to be remedied as part of the Classification Study. The Board voted unanimously to rate the position at the top available level of Grade 15. See attached *Personnel Board Position Evaluation For Director of Public Works* sheet, October 14, 2021. C. Dwelley stated the Town needs to move ahead quickly to advertise, recruit, and fill the position and that hopefully this can be done within the upper range of Grade 15. In the event qualified candidates do not come forward, C. Dwelley will need to revisit and work out a suitable compensation solution with the Board. The Board unanimously voted to approve the Director of DPW position description.

4. Review of draft Personnel Policies: Hours of Work, v8, and Personal Leave Policy, v4.The Board reviewed the next iteration – v8 of the Hours of Work policy, and suggested several further clarifications. C. Valente will address these and also revisit 7.0 Exceptions with labor counsel regarding its scope, and language which may be needed to incorporate limits. In addition, the Board reviewed the Personal Leave Policy, v4 suggesting several clarifications which C. Valente will address. D. Sullivan and G. Lane also participated in the policy reviews.

5. Next Board Meeting: Via Zoom on October 26, 2021.

Meeting adjourned at 2:18PM.

Respectfully submitted,

Mary Carrigan, Chair