

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

January 16, 2024

Location/Time: Zoom Meeting, 1:05 PM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Bob Seiler, Mary Hornsby, Michael Blanchard, Town Administrator, *ex officio*

Town staff present: Ms. Robin Tusino, Director of Human Resources; Amy Gow, Town Assessor

- 1. Quorum confirmed.** With 4 members present, quorum of 3 was met and exceeded.
- 2. Review and approval of prior minutes.** The Board reviewed and unanimously approved its minutes for the Dec. 12, 2023 meeting.
- 3. Additional Board meetings:** Due to increased overall workload, including new position review cases, the Board scheduled the following supplemental Zoom meetings: January 23, 2024 at 10AM and February 6, 2024 at 1:30PM.
- 4. Bonus Pilot Program.** For context, see Board Minutes of November 28, 2023. The Board decided to again defer discussion of this item to the upcoming Board meeting on Feb. 6, 2024.
- 5. Personnel Board vacancy.** As previously noted, the Warrant Committee appointee position continues to be vacant. The WC has requested our assistance in providing a brief summary of Board member duties for public posting. J. Alksnītis will circulate a draft for Board member review and comment by e-mail.
- 6. Final review of proposed new DPW Office Manager position description.** For context, see Board Minutes of November 28, 2023 and December 12, 2023. The position has been evaluated, scored, and rated for Grade 3. The final position description dated December 12, 2023, was recently provided to the Board by e-mail, and was accepted by the Board at this meeting (Jan 16, 2024) by unanimous consent with the understanding that a few scrivener's errors would be scrubbed. Update note: the final record version was distributed by R. Tusino to the Board by e-mail dated Jan 16, 2024.
- 7. Continuation of Grade V work.** R. Tusino reviewed the data contained in the DPW survey study as shown in the tables: *DPW Salary Survey Study-w/Natick and Needham*; *DPW Salary Survey Study-w/o Natick and Needham*, and *DPW Salary Range Recommendation* with the Board which has a 10 step structure consistent with Grades 1-4 in the existing system. The min./max. ranges were established by taking the averages of min./max. survey results. The min./max. figures in the range with Natick and Needham data were 4.7% - 6.1% higher than the range without the larger community data. The steps were calculated by dividing the overall ranges by 9 yielding equal dollar value steps

of \$4200.64 in the range without Natick and Needham data compared to \$4,624.35 in the range including the larger community data. The following issues were noted for further discussion:

- Which set of data – with or without the adjacent larger communities of Needham and Natick is the most applicable to Dover. While comparability by size may be closer to that of smaller communities, Dover is competing in a labor market which includes the immediately adjacent larger communities. It will be important to calculate the cost implications of both ranges with respect to Dover’s human resources budget and available funds.
- Compare the ranges and steps in the study with the range and steps in existing Grade 4, the current highest grade level.
- Assess the merits of equal value steps compared to other step calculations, such as equal % or increasing percent. As seen in the FY24 Legacy Plan compensation schedule, the previous compensation structure maintains an equal 2.75% differential from step to step which results in rising dollar differentials over time. In comparison, the step differentials in the FY24 schedule for existing Grade 4 descend from 3% (step 2) to 2.4% (step 10). For potential new Grade 5, the comparable percent figures decline from 3.6% (step 2) to 2.9% (step 10) in the range absent larger community data and from 4% (step 2) to 3% (step 10) in the range with larger community data.
- Ascertain whether it is possible to accommodate other future senior positions in emerging Grade 5. This may potentially involve additional surveys of likely positions to gather market data in a manner similar to the DPW director survey study. Once obtained it will be necessary to integrate data so as to develop a credible range or ranges for inclusion in the existing system. Note that the initial draft position review and evaluation of the proposed new Finance Director position in paragraph 9. below indicates a rating beyond the existing Grade 4.

**8. Initial review and evaluation of Community Center Director (CC Director).** M. Blanchard noted that this FLSA Exempt position has been authorized by the Town and will be essential for the management of the new Community Center facility. Other agencies with staff in the building, primarily the Council on Aging and the Parks & Recreation Department, will continue to supervise their own staff and execution of programs under their authority. However, staff and programs in the building, along with renters, and volunteers will be subject to direction from the Community Center Director as to scheduling, access and keys, security, proper building use, and related matters. This arrangement needs to be clarified in Supervisory Responsibility, and in such other parts of the draft description where it may be misconstrued that the CC Director has direct supervisory authority over other agency staff. In addition, the Board noted several sections of the position description which needed further attention, clarification, or more ratable information, such as Confidentiality and Accountability. The above matters will be addressed by R. Tusino who will provide a revised draft to the Board. The Board deferred evaluation and rating of the position to a subsequent meeting.

**9. Initial review and evaluation of Finance Director (Fin. Dir.).** M. Blanchard explained that the role of Finance Director is currently performed on a temporary 3 days/wk basis under contract with Carl

Valente (former Interim Town Administrator). However, the workload necessitates a fulltime position which has been authorized by the Town. The position will work out of the Accounting Dept. and will oversee the Town Accountant Office and the Treasurer/Collector Office. The Board noted that clarifications were necessary under Essential Functions pertaining to the purpose of the section on the Town Accountant's responsibilities in relation to the Finance Director, and under Education and Experience pertaining to the cumulative experience count of 10 years in government plus 5 years in municipal finance. The Special Requirements on pg. 4 and pg. 5 need to be coordinated, updated, and consolidated. The above matters will be addressed by R. Tusino who will provide a revised draft to the Board.

The Board performed an initial evaluation of the draft position description dated 12/2023. R. Tusino participated in the evaluation process. The grade level was calculated pursuant to the Town of Dover, MA Position Rating Manual, Oct. 20, 2022, approved by the Personnel Board Feb. 16, 2023 as revised, and as further amended June 13, 2023. The Board noted that the initial calculation resulted in a score of 635, which exceeds Grade 4, and falls into a higher level which has as yet not been officially established for the Town. As noted in paragraph 7, above, pertaining to the DPW study survey, further work is likely needed before a structural change to the compensation schedule accommodating senior team positions may be enacted.

**10. Initial review and evaluation of reclassification of Assessor Clerk position to Assistant Assessor.** A.

Gow had submitted a Position Review Request dated 10/30/2030 followed later by her Memorandum of Jan. 8, 2024 summarizing the additional responsibilities to be assigned to this position. All previous Assessor Clerk functions will remain. For context, the Town Assessor reports to an elected board – the Board of Assessors, is a contract position with the Town and was updated as part of the reclassification process. The Assessor Clerk position description was also updated as part of the reclassification process, was evaluated and placed in Grade 1. A. Gow indicated that the proposed Assistant Assessor position would remain a non-contract position, and explained the incorporation of additional responsibilities. In particular, the Massachusetts Dept. of Revenue had recently issued a directive requiring the Town to establish a Sales Inspection, and a Cyclical Inspection Program. These will be managed by the Assistant Assessor among other responsibilities. The Board deferred evaluation and rating of the position to a subsequent meeting.

**11. Annual Town Report – Personnel Board section.** S. Geremia is working on the report for submittal to the ATR Committee shortly.

**12. Personnel Board holiday luncheon.** Board members confirmed getting together for a luncheon Jan. 23, 2024, at 12:30PM at the Local in Wellesley.

**13. Next Board Zoom meetings:** January 23, 2024, 10AM; February 6, 2024 at 1:30PM

Meeting was adjourned at 3:00PM.

Respectfully submitted, Juris Alksnītis, Co-Chair