

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

4/25/2023

Location/Time: Zoom Meeting, 10:30AM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Rick Reed, Interim Assistant Town Administrator, *ex officio*

1. **Quorum confirmed.** All 3 current appointed Board members present.
2. **Review and approval of prior minutes.** The Board reviewed and approved its minutes for Apr. 11, 2023.
3. **Candidate for appointment to the Personnel Board.** As follow-up to the Board's consensus to facilitate filling existing vacancies, the Board discussed seeking appointment of Robert D. Seiler, 14 Valley Rd., to fill one of two vacancies. The Board unanimously voted to recommend Robert D. Seiler, who has given his assent, to serve on the Personnel Board. R. Reed will help clarify which appointing authorities might be involved – Board of Selectmen (BOS) and/or Warrant Committee (WC). In addition, there may be some time remaining in one or both terms since the respective resignations of the prior members. M. Hornsby will check with the WC chair whether they have a candidate in mind to replace M. Carrigan, who was their appointee. It was also noted while M. Hornsby's term is ending 6/30/23, she will continue to serve as provided by MA statute until a replacement is appointed.
4. **Completion of review - proposed new Human Resources Director position description.** The Board completed review of the position description with R. Reed, who will finalize the description incorporating the last edit. The Board unanimously approved the job description final version. (See minutes of the April 11, 2023 meeting with Board approval of Grade 4 rating). R. Reed advised that some 30 resumes had been received to date in response to the advertisement, including from candidates with municipal HR experience.
5. **Classification and Compensation system document review.**
  - *Summary Report* – The Board continued review focusing on clarifying the provisions of subsection 8. Legacy Salary Plan. The Board also decided to add a subsection 10. Definitions. R. Reed will incorporate changes and circulate an updated redline *Summary Report* version to Board members.
  - *Position Rating Manual* – The Board considered adding appendices to complete the Manual and will continue discussion at the next meeting.
6. **Review of proposed reclassification of the Full-time Library Assistant to a Generalist Librarian.** Deferred to next meeting.
7. **Next Zoom meeting:** 11:AM – 1PM Tuesday, May 2, 2023.

Meeting was adjourned at 12:10pm.

Respectfully submitted, Juris Alksnītis, Co-chair