

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

5/2/2023

Location/Time: Zoom Meeting, 11:00AM

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. 25, 2023.
3. **Filling selected vacancies on Personnel Board.** R. Reed clarified the Personnel Board terms of office and appointing authorities as follows:
  - Board of Selectmen (BOS) appointments:
    - M. Hornsby; term ends 6/30/23
    - Vacant position; term ends 6/30/24
    - S. Geremia – term ends 6/30/25
  - Moderator appointment – J. Alksnītis; term ends 6/30/23
  - Warrant Committee appointment – vacant position (formerly M. Carrigan) – term ends 6/30/25

M. Hornsby stated that she would be willing to serve one more year, and would consider serving out the remaining year of the currently vacant BOS appointed position ending 6/30/24. In turn, this would allow the BOS to appoint Robert D. Seiler to a full three year term ending 6/30/26. (See minutes of Apr. 25, 2023 meeting regarding the Personnel Board’s unanimous recommendation of R. Seiler).

The Board voted unanimously authorizing the co-chairs to send a memo to the BOS recommending the above near term solution to bring the membership to 4 members. This would also provide more time for the Board to consult with the Warrant Committee for an appointment to fill the remainder of the term previously held by M. Carrigan.

4. **Classification and Compensation system document review.** J. Alksnītis circulated a draft “punch list”, i.e. a final list of matters needing attention as to clarification and textual fixes pertaining to the *Summary Report*. In the interest of advancing the review and revision work to completion, the Board delegated J. Alksnītis and R. Reed to work through the list together and circulate a final redline copy to the Board. In addition, the Board needs to conclude its review of the appendices proposed for the *Position Rating Manual*.
5. **Review of proposed reclassification of the Full-time Library Assistant to a Generalist Librarian.** The Board discussed and rated the FLSA non-exempt Generalist Librarian job description dated April 6, 2023. Interim Asst. Town Manager R. Reed also participated in the evaluation process. In response to Board member questions, R. Reed invited Bethany Klem, Director, Town Library to check into the meeting. B. Klem clarified certain elements of the Generalist Librarian role leading to revisions to the position description text and facilitating the evaluation process. The grade level was calculated pursuant to the new *Town of Dover, MA Position Rating Manual* approved by the Personnel Board Feb. 16, 2023, and was rated at Grade 2 by

unanimous Board vote. The *Dover Personnel Board Position Evaluation Form – Generalist Librarian*, May 2, 2023 documents this action. R. Reed will follow up and incorporate the discussed revisions into the job description and circulate a final version to the Personnel Board for approval.

6. **Finalist interviews for HR Director position.** R. Reed reported that candidates have been narrowed down to likely finalists. Two interview panels (one with manager level personnel and board representation-panel A; and one with staff-panel B) will be formed for conducting the finalist interviews. A representative will be needed from the Personnel Board to serve on the relevant panel. Sue Geremia agreed to represent the Personnel Board. Further information will be provided shortly regarding the process along with dates/times for panel orientation and interview appointments.

Update: R. Reed subsequently advised that panel A will include: 2 members from the Personnel Bd. (S. Geremia and J. Alksnītis); Town Clerk Felicia Hoffman; D-S Regional School Dist. Superintendent Beth McCoy; and recent Interim Treasurer/Collector Marc Waldman along with R. Reed as panel organizer.

7. **Next Zoom meeting:** 11:AM – 1PM Tuesday, May 23, 2023

Update: An additional Personnel Board meeting was subsequently scheduled for 11:30am – 12 noon to address seasonal personnel pay rates.

Meeting was adjourned at 1:10pm.

Respectfully submitted, Juris Alksnītis, Co-chair