

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

5/16/2023

Location/Time: Zoom Meeting, 11:30AM

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 May 2, 2023.
3. **Review and approval of proposed seasonal wage schedules in FY23-FY24.** R. Reed reported that the departments of Parks & Recreation and Public Works have need of seasonal workers. He advised leadership in these departments that unless seasonal worker compensation is covered by the Compensation and Classification system, or is addressed pursuant to a bargaining agreement, such compensation requires approval by the Personnel Board under Dover Personnel Regulations. R. Reed provided the following proposed schedules which were reviewed and discussed by the Personnel Board as follows:

- a.) Parks & Recreation Dept. – Schedule titled: *Summer Staff Hourly Rate Proposal (Summer 2019-Summer 2023)*. It was noted that in recent years rates had been brought before the Personnel Board only for “Summer 2020.” In this case, the Board had approved the proposed range of compensation (see minutes of June 24, 2020 meeting). Rates reflected in the “Summer 2020” table are consistent with this approval. The Board decided not to review nor grant retroactive approval of the tables for “Summer 2019”, “Summer 2021”, and “Summer 2022”.

The Board noted that while the issue of classification was raised in 2020, it appears that these positions were still not included in the most recently completed classification and compensation process. R. Reed has found no information regarding any decisions to omit these positions. The Board inquired how many positions and position descriptions were involved and whether they were available.

R. Reed stated that “Summer 2023” rates were consistent with applicable minimum wage standards, and that there were no benefits. Following discussion, the Board approved the rates contained in the table “Summer 2023” by unanimous vote including the request to receive informational copies of the applicable position descriptions.

- b.) Dept. of Public Works (DPW) - laborer/Cemetery worker. These positions are neither covered by the DPW bargaining agreement nor by the new Compensation and Classification system. It was noted that in recent years no seasonal rates had been brought before the Personnel Board by the DPW. R. Reed collaborated with DPW leadership to create the schedule titled *Seasonal Employee Wage Schedule (effective May 16, 2023 through May 15, 2024)*.

The Board raised the question of why this type of position was not included in the most recently completed classification and compensation process and also inquired how many positions and position descriptions were involved and whether these were available. R. Reed stated that the Cemetery Commission is currently advertising a summer cemetery worker position (three expressions of interest to date) and the Highway Division will also be looking for a seasonal laborer.

R. Reed explained that the proposed *Schedule* was positioned below the Compensation and Classification system Grade 1 and having 10 steps with step 1 above minimum wage with the range of \$16.32/hr - \$24.60/hr. This range is thought to be competitive with current seasonal compensation rates and should provide flexibility in hiring. No benefits are provided, but overtime rules apply. Status in relation to FLSA will be clarified. Following discussion, and given the imminency of DPW hiring needs, the Board approved the rates contained in the subject *Schedule* by unanimous vote, including the request to receive informational copies of the applicable position descriptions.

4. **Approval of revised Generalist Librarian position description.** Following the prior meeting, R. Reed incorporated the revisions which had been discussed and approved, and circulated the updated position description dated May 2, 2023 to Board members. The Board voted unanimously to approve the Generalist Librarian position description dated May 2, 2023.
5. **Filling selected vacancies on Personnel Board – update.** As authorized at the May 2, 2023 meeting, the Board’s co-chairs have prepared a Memo to the Board of Selectmen recommending that Mary Hornsby be appointed to the vacant position with term ending 6/30/24, and Robert D. Seiler to the position with term ending 6/30/2026 [position to be vacated by M. Hornsby]. The Memo will be signed off and delivered to the Board of Selectmen this week.
6. **Finalist interviews for HR Director position - update.** R. Reed reported that one of three finalist candidates had dropped out. The interviews process will start Thursday, May 18, 2023 at 8:30AM with panel A orientation as originally planned and will end an hour earlier around 11AM, followed by debrief with the Interim Town Administrator.
7. **Next Zoom meeting: 11:AM – 1PM Tuesday, May 23, 2023**

Meeting was adjourned at 12:11pm.

Respectfully submitted, Juris Alksnītis, Co-chair