

# TOWN OF DOVER, MA

## Personnel Board Meeting Minutes

October 5, 2023

Location/Time: Zoom Meeting, 11:25AM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Bob Seiler

Town staff present: Ms. Robin Tusino, Director of Human Resources

1. **Quorum confirmed.** The Board began after resolving some Zoom technical issues. A quorum of 3 members was present.
2. **Review and approval of prior minutes.** The Board reviewed and unanimously approved its minutes for the Sept. 7, 2023 meeting.
3. **Annual market adjustment recommendation to Warrant Committee and Board of Selectmen for FY2025.** The Board members and R. Tusino worked on updating the Personnel Board power-point presentation for FY2025. R. Tusino received some COLA responses (more expected) from her survey of nearby communities ranging from 1.5% - 3.0% for non-bargained increases and ranging from 2.0% - 4.0% for bargained increases. Dover Town bargaining unit raises and Dover-Sherborn School District bargaining unit raise data for FY2025 are as follows:
  - Town: 2.5% - Highway; 2.5% - Police
  - D-S School District: 2.75%+\$300/step – Educators; 3.0% - Custodial workers; 3.0% - Administrative workers; 3.0% - Food service workers.

Bureau of Labor Statistics data for the Northeast region indicated a CPI increase of 2.8% in Aug., 2023. Preliminary increase estimates anticipated from the Social Security Administration for calendar 2024 are around 3%, with the final figure to be announced soon. The Employment Cost Index – All Categories (12 mo. through June, 2023) was 4.7% for State, Local and Government workers.

Following extended discussion of the data, the following motion was made and seconded:

**Motion:** To recommend a FY2025 general increase of 3% for the Dover non-union employment population to the Warrant Committee and the Board of Selectmen.

**VOTE:** The Personnel Board voted unanimously to approve the motion.

To our knowledge, the next WC meeting is on October 18, 2023, followed by the BOS meeting on October 19, 2023 which will be attended by co-chairs Juris Alksnītis and Sue Geremia.

4. **Continued review of FY24 Comprehensive Compensation and Wage Schedules document.** Deferred to next meeting.
5. **Review and evaluation of proposed floating general Administrative Assistant position.** Deferred to next meeting.
6. **Next Board Zoom meeting:** October 24, 2023, 2PM.

Update: Meeting was rescheduled to Friday, Oct. 27, 2023, 9AM

Meeting was adjourned at 1:10PM.

Respectfully submitted,  
Juris Alksnītis, Co-chair