

## **DOVER PERSONNEL BOARD**

### **MINUTES**

**January 31, 2012**

Committee Members: Mary Carrigan, Juris Alksnitis, Sue Geremia and Mary Hornsby.

David Ramsay, Town Administrator; Greer Pugatch, Asst. Town Administrator.

Planning Board Members: Henry Faulkner, Jane Remsen, and Mark Sarro.

Joe Melican, Selectman.

The committee met with the Planning Board in response to their request for a revision to the title and job grade for their administrative assistant.

Mary Carrigan gave a brief update regarding previous classification studies and pricing surveys.

The job description, duties & work load of the Planning Board's Administrative Assistant was discussed as members of the Personnel Board asked questions regarding her job duties. Committee members tried to discern if any official work of the planner was done by the administrative assistant.

After members of the Planning Board left, the committee had a brief discussion before moving on to routine business.

There was a brief discussion after the members of the Planning Board left the meeting including the minutes and Town Report.

The minutes of January 10 were unanimously approved.

Sue presented the draft of the Personnel's report to the town. There was a brief discussion & a few revisions made.

Mary Carrigan would like to review the job descriptions & duties of similar positions in the town. Greer will bring the information to the next meeting.

Next Meeting: February 7 @ 6PM

Respectfully Submitted,

Mary Hornsby

