

DOVER PERSONNEL BOARD

MINUTES

January 15 2013

Committee Members: Mary Carrigan, Juris Alksnitis, and Mary Hornsby.
David Ramsay, Town Administrator, Greer Pugatch, Asst. Town Administrator.

There was a discussion regarding the Town Engineer's duties & salary level. The engineer has two roles: a consultant for the Board of Health & part time employee for other matters in the town. He possesses fine qualifications, a number of certifications and, significantly, he is willing to be very flexible regarding his hours which will be an average of up to but not exceeding 15 per week. His working time and duties will be well documented.

A motion was made and seconded to approve placing the engineer's salary at a Grade 14, Step 10. The vote was unanimous.

The minutes of November 11 meeting were approved as written.

The committee received notification that the Deputy Fire Chief/Inspector will be retiring as it is mandatory at the age of 65.

Mary moved and Juris seconded to approve the creation of the new job of Fire Inspector and accept the revised Deputy Chief description with Fire Inspector duties eliminated. The vote was unanimous.

There will be a job posting for a new Deputy Fire Chief.

Next Meeting: February 25 @ 6PM

Respectfully Submitted,

Mary Hornsby