

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

June 24, 2020

Location/Time: Zoom Meeting 1:00pm.

Personnel Board Present: Mary Carrigan, Chairman, Juris Alksnitis, Sue Geremia, Mary Hornsby and *ex officio* Katelyn O'Brien, Asst. Town Administrator.

Guests: Mark Ghiloni, Director, Parks & Recreation Dept.; Dave Sullivan, Municipal Project Manager

The minutes for the April 17, 2020 Personnel Bd. meeting were discussed and approved.

We reviewed the request from the Parks and Recreation Department to establish a seasonal part time Lead Playground Counselor – Summer Playground Program position. This was proposed due to the added new responsibilities due to the new Covid-19 pandemic standards and to provide opportunities for advancement. The existing seasonal part time Summer Program Counselor positions (which will support the Lead Counselor position) were never classified. While compensated as stipend positions in the past, the Summer Program Counselor position compensation was adjusted last year so as to meet Massachusetts minimum wage standards.

The Summer Playground Program begins July 14, will run Tuesdays, Wednesdays, and Thursdays for 4 weeks and will have about 20-25 staff consisting of Lead and Program counselors. The Parks and Recreation Dept. requests approval of proposed job descriptions for the respective Lead Counselor and Summer Program Counselor positions so as to be able to launch the Summer Playground Program shortly.

In addition, based on brief compensation information, the hourly rate of \$12.75-\$16.75 for the existing Summer Program Counselor position and \$17-\$22 for the new Lead Counselor position were discussed.

Given the imminency of the Parks and Recreation Summer Program, the Board unanimously approved the proposed job descriptions, and the respective hourly compensation ranges for use in summer 2020. A future decision will be needed regarding incorporating these positions into the Town's personnel classification system.

The Board discussed upcoming actions:

- When the HR Audit is completed there will be a meeting with the Personnel Board to present the draft.
- The Assistant Town Administrator reported that the classification study RFP experienced a Covid-19 delay, but will go out in July.
- The annual Town compensation review and update process will begin shortly. There will be a Personnel Board meeting to review the data and make a recommendation (August). This will be followed by a meeting with the Warrant Committee (August) and the Selectmen (early September).

The meeting was adjourned at 1:45pm.

Respectfully Submitted,

Mary Carrigan, Chair