

Town of Lunenburg

Personnel Committee

Minutes: August 27, 2019 meeting

Lunenburg Library, Conference Room

Attendees:

Dave MacDonald, Sue Andrews, Erik Arnold, Michael Fiorentino

Also Present:

Heather Lemieux, Town Manager, Nancy Forest, Payroll & Benefits Coordinator/Risk Manager

Jo McLaughlin, Manager, Local Public Access Cable

Steve Walker, Chair, Public Access Cable

Meeting began at 5:33pm with all attendee's present.

Open Meeting Request - Public Access Cable Leadership

Jo McLaughlin and Steve Walker from the Public Access Cable group requested assistance in establishing a Grade Level in the SAP for their previously approved role of Production Assistant. They had reviewed salary survey materials available for these types of roles and proposed a Grade 9 and included the information that it would be a 32 hour position they would include in the Town's benefits programs. The committee had a general discussion of all the various options and comparisons with existing town roles, consideration for budget issues and benefit costs and agreed with the proposal as outlined. The new role will need to be added to the SAP, so will need to be presented at the next Town Meeting for approval, but funds are currently available and recruitment will begin.

Motion by D. MacDonald: Approve proposal from PAC Leadership to establish a role for Production Assistant with an SAP Grade Level of 9. Understanding that the new role must also be presented at the next Town Meeting to formally add to the SAP.

Second: M. Fiorentino Vote: All in Favor

Old Business

Sue Andrews presented the Minutes of the July 22, 2019 meeting for approval.

Motion by D. MacDonald: Approve the July 22, 2019 minutes as submitted

Second: E. Arnold Vote: All in Favor

New Business

As it is the time for the Personnel Committee's leadership to be reassessed, a discussion was held to determine if the board assignments would be changed. As our Chairman was not in

attendance the committee postponed any discussions about changes until we had all the committee members in attendance.

Motion by D. MacDonald: Keep current board assignments in place for now.

Second: S. Andrews Vote: All in Favor

H. Lemieux presented a proposal to change the grade level of the Building Commissioner from a SAP Grade 14 to an SAP Grade 16. The town has struggled to keep this role active over several years with part time assistance, broad training initiatives and with other towns' assistance. This is a problem in all towns of our size. The role had dramatically changed over time with many regulatory requirements for certifications, and continually changing code changes make the recruitment pool continue to dwindle. This change is driven by these important market changes. It is her hope that by adjusting the grade and salary range we will attract a more permanent candidate.

Motion by S. Andrews: Adjust the current SAP Grade of the Building Commissioner from SAP Grade 14 to SAP Grade 16. Understanding that the new role must also be presented at the next Town Meeting to formally add to the SAP

Second: D. MacDonald Vote: All in Favor

General Discussion

The group continued to discuss the issue of the Massachusetts Minimum Wage changing each year, even though municipalities are not obliged to follow that ruling. The committee generally supports following the Minimum Wage ruling, like the Lunenburg School Department has done, but would like to examine the impact of this decision on the SAP structure, and how the comparisons of job responsibilities of those impacted might differ. We also would review the best option for implementing such a plan. There are very few employees impacted by this change.

As the committee considered the new roles and SAP Grade Level changes approved at this meeting as well as the last meeting, N. Forest suggested that we examine the current role of the Tax Collector in light of these other changes. Will be reviewed at next appropriate committee meeting.

Next Meeting - H. Lemieux requested we meet again before the next Board of Selectmen's meeting as she had a Business Commissioner candidate she was close to selecting and may need approval for a Grade Step adjustment in the pay offered, that would need our support and BOS approval. Target Date: Tuesday, September 3, 2019 6:30pm

Motion by S. Andrews: Adjourn the meeting at 7:15pm

Second: D. MacDonald Vote: All in Favor

Meeting Adjourned 7:15pm