

Town of Lunenburg

Personnel Committee

Minutes: October 24, 2019 meeting, Town Hall - meeting Room

Attendees:

Scott Chase (Chair), Sue Andrews, Michael Fiorentino, Erik Arnold

Also Present:

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

Meeting began at 5:30pm with all attendee's present.

Old Business

No Minutes available from previous meeting.

New Business

No Personnel Action Forms requiring review.

Additional Review of Counsel on Aging Directors position description.

Nancy Forest requested that the group reconsider a previous decision to approve the COA role at SAP Level 14. She felt that the process to assess appropriate leveling was done more on the person in the role rather than the scope of the role itself. She provided an outline of the factors that generally are utilized to assess level placement, and her belief that the COA role should not have been upgraded to Level 14. The group examined the back notes on the initial change and then agreed that a more formal process for reexamination of grade levels should have been undertaken. We also determined that jobs had not been leveled, using any specific process tool for many years. After this reexamination several options were made to address this inconsistency. As the group had previously approved this change, and the change was about to be presented formally at the November Town Meeting, the committee felt they needed to address the situation formally.

Motion by S. Andrews: The committee will meet, prior to the Town Meeting, to determine any possible change to our initial recommendation, so that the submission at the Town Meeting is accurate.

Second: M. Fiorentino Vote: All in Favor

Treasurer/Collector Position Description Review

This review, scheduled for this meeting, will be postponed given the acknowledgement during the previous discussions that the committee needed to utilize a more formal assessment tool.

Motion by S. Chase: Postpone review of Treasurer/Collector Position Description until the committee has established a formal assessment process.

Second: E. Arnold Vote: All in Favor

Motion by S. Chase: Adjourn the meeting at 6:15pm

Second: E. Arnold Vote: All in Favor