

Town of Lunenburg

Personnel Committee

Minutes: April 13, 2020 - Zoom Meeting

Attendees:

Scott Chase (Chair), Sue Andrews, Dave MacDonald, Erik Arnold, Mike Fiorentino

Also Present: Heather Lemieux, Town Manager, Julie Belliveau, Asst. Town Manager/HR Director

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

Old Business

Minutes February 24, 2020 meeting reviewed

Motion by M. Fiorentino to accept the minutes as presented: Second D. MacDonald

Vote: All in Favor

Ongoing Business

The Principal Assessor job description review and position grading was presented by J. Belliveau. This role would report to the Town Manager and to the Board of Assessors. There are still some remaining legal items that are being examined regarding direct reporting requirements. This role will also be both posted as an open job for the town, and on a RFP as a consulting service role as there are limited candidates that have the required skills and certifications for this type of role. The review by this committee is to establish the SAP job description and job grade. The committee reviewed the job description provided by the HR Director and discussed her recommended SAP Grade 15. Discussion examined comparable roles in other towns and how this grade compared to other similarly skilled roles in Lunenburg.

Motion by D. MacDonald to accept the recommendation for the Principal Assessor to be placed as a Grade 15 in the SAP. It will be submitted to the next appropriate Town Meeting for final approval by the selectman. Second: M. Fiorentino

Vote: All in Favor

Motion: M. Fiorentino: Adjourn meeting 5:53pm

Second: D. MacDonald

Vote: All in Favor