

Attendees:

Susan Andrew, Donna Fortune, Wendy Bertrand, Joanna Bilotta

Also Present: Julie Belliveau, Asst. Town Manager/HR Director, Barbara Lefebvre, Sewer Business Manager, Nancy O'Rourke, Payroll and benefits Risk Manager, Heather Lemieux, Town Manager

Joanna Bilotta opened the Meeting at 6:01pm with members noted in attendance

Public Comment:

There were no comments from the Public, W. Bertrand asked for clarification on the need to restructure the committee given the recent resignation of Chair, Eric Arnold from the committee. J. Belliveau advised that no changes could be made till the end of the town's fiscal year in June, until then the vice chair takes over the responsibility for leading the committee.

Approval of Minutes:

Minutes of the February 6, 2023 meeting were presented and reviewed.

Motion by W. Bertrand to accept and approve the minutes of the February 6, 2023 meeting as presented

Second: D. Fortune

Roll Call Vote: S. Andrews, D. Fortune, and W. Bertrand all in favor; J. Bilotta was not in attendance on February 6, 2023 so did not vote on motion.

New Business

Motion by W. Bertrand to move the new agenda article to beginning of meeting, thus leaving the ongoing business of the Job Evaluation Project to the end.

Seconded: S. Andrews

Roll Call Vote: All in Favor

New Hire – Administrative Assistant IT

J. Belliveau presented a recommendation to hire a candidate into a new role as administrative assistant in IT in Grade 8 Step 6. This role has been open and interviewing ongoing since September 2022. Like many other open positions in town, qualified candidates have been difficult to source. This candidate brings valuable skills to the role and her experience level is commensurate with the step 6 pay rate. This is the only administrative role in this group and the pay grade and step do not disrupt any other employees pay status.

Motion by S. Andrews to accept the recommendation of the HR Director to hire this candidate into the role of Administrative Assistant in IT at Grade 8 Step 6.

Seconded: D. Fortune

Roll Call Vote: All in Favor

Ongoing Business:

HR Consultant update- Consultant was unavailable for this meeting; J. Belliveau gave an update on progress. W. Bertrand noted that the overall project seemed to be behind on the delivery of project targets. Acknowledging that the project had some delays and that the consultant still had several open issues pending even though the project submissions should be completed. The lack of an updated recommendation for a new salary grid was especially worrisome. Since the updated job descriptions were previously made available to members of this committee, they had provided feedback to J. Belliveau. Most were minor notations and did not materially change their outcome. Several descriptions were reviewed and minor issues explained more fully. The descriptions are in good order and committee will continue to review any updated provided. The group questioned if any descriptions resulted in grade changes. While

not formally identified, J. Belliveau thought there might be just one or two minor changes that she will better identify at our next meeting.

The group was generally concerned about finalizing this project, especially the proposed salary grid recommendations that are needed to be submitted for the Finance committee and ultimately at town meeting. The group recognized the limited timeline to complete this project and agreed to meet again Monday, March 6, 2023 at 6pm on Zoom. This was done with the request that the committee get updated prior to the meeting with an updated salary grid and any other job description changes prior to the meeting so they might be review prior to the meeting.

Public Comment

There were no additional comments from the public or the committee

Next Meeting:

March 6, 2023 6pm Zoom

Motion by to adjourn meeting at 6:38pm by W. Bertrand

Second: D. Fortune

Roll Call Vote: All in Favor