

APR 13 2023

LUNENBURG TOWN
CLERK OFFICE

Town of Lunenburg
Personnel Committee
Minutes: March 22, 2023
5:00pm Ritter Conference Room

Attendees:

Susan Andrew, Donna Fortune, Wendy Bertrand, Joanna Bilotta

Also Present: Julie Belliveau, Asst. Town Manager/HR Director, Manager, Nancy O'Rourke, Payroll and Pauline Roy, COA, Sue Dougherty, Director COA, Amanda Koeck, Mary Beth Bernard HR Consultant joined meeting via phone 5:56pm

J. Bilotta opened the Meeting at 5:00pm with members noted in attendance

Public Comment:

S. Dougherty asked if the proposed new SAP grades would be discussed, J. Bilotta acknowledged that would happen during the meeting discussions.

There was no committee comments during this time.

Approval of Minutes:

Amended Minutes of the March 14, 2023 meeting were presented and reviewed.

Motion by W. Bertrand to accept and approve the minutes of the March 14, 2023 meeting as presented

Second: S. Andrews

Roll Call Vote: All in favor

New Business

As we awaited hearing from the HR Consultant, J. Bilotta raised the issue of the committee reorganization, needed due to the departure of our previous chairperson.

A Motion by W. Bertrand to recommend J. Bilotta as the new chairperson.

Seconded: S. Andrews

Roll Call Vote: All in Favor

A Motion by S. Andrews to recommend W. Bertrand as the new vice chairperson

Seconded: S. Andrews

Roll Call Vote: All in Favor

Ongoing Business

As we awaited the call from the HR Consultant, J. Belliveau reviewed the group of questions that had previously been sent to the consultant for review. The group also discussed the timing of the project and the potential that we would not have enough time to adequately complete the work in time for the review by the Finance Committee and the Select Board members, in preparation for the Town Meeting in April. Several options were discussed including postponing our delivery to the fall and once approved insure that retroactive adjustments be made. We also discussed if a COLA should be recommended now, to the current SAP salary grid, so that employees not experience any delay in receiving naturally occurring pay adjustments. The group reviewed what was known about the Cola's that was targeted for other municipal groups. We found that not all contract negotiations had been finalized, but one had a 2.5% planned.

A motion by J. Bilotta to push completion of our project to the fall and recommend a retroactive adjustment be made to employees impacted by the delay, upon completion and approval of the project, back to July 2023.

Second: S. Andrews

Discussion regarding this motion moved through several issues that impacted the project and the employees. This included just proposing a 3% COLA to the current grid, and completing the project in the fall. Ultimately the group determined to stay with the initial motion and not propose a COLA.

Roll Call Vote: All in Favor



Mary Beth Bernard, HR Consultant joined the group via phone at 5:56pm. She reviewed some of the questions that the group had submitted, but as she had just returned from vacation, she acknowledged she was not prepared to be more specific. She reviewed why she had recommended the 2% between steps as best practice in municipalities due to Proposition 2.5 and how that impacted towns. She acknowledged she didn't examine other Lunenburg employee group's grids to see if the proposal was comparable to others in the town. She indicated that the towns she worked with usually set a long term salary plan goals to bring various town pay groups into sync. She had no understanding of how Lunenburg's employee groups differ. She explained that our current SAP grid having 20 grade levels was more than most groups used, and noted that several lower levels and several higher levers were not significantly utilized. Her recommended grid had 16 levels. There were discussions on several positions that didn't seem to accurately be reflected in the proposed recommended grid. How comparisons with other towns might not be comparing apples to apples vs. just job title designations. When benchmark reviews fit and when they might not as Lunenburg might have an expanded role for similar roles elsewhere. Ultimately final designations would be ours to propose if these differences occurred. The group agreed that we should meet again with Mary Beth to iron out the remaining issues and completion of project goals. No specific date was agreed upon. Mary Beth left meeting at 6:34pm

Proposed next meeting Wednesday, April 12, 2023.

Public Comment

There was no public comment, nor comments from the committee

Motion by to adjourn meeting at 6:53pm by W. Bertrand

Second: S. Andrews

Roll Call Vote: All in Favor