

In Person Attendees:

Susan Andrew, Donna Fortune, Wendy Bertrand,
Via Phone: Joanna Bilotta

Also Present: Julie Belliveau, Asst. Town Manager/HR Director, Nancy O'Rourke, Payroll and Benefits Risk Manager, Pamela Roy COA, Outreach Coordinator

Wendy Bertrand opened the Meeting at 5:07pm with members noted in attendance

Public Comment:

There were neither committee comments, nor public comments during this time.

Approval of Minutes:

Minutes of the March 22, 2023 meeting were presented and reviewed.

Motion by D. Fortune to accept and approve the minutes of the March 22, 2023 meeting.

Second: S. Andrews

Roll Call Vote: All in Favor

Minutes of the March 27, 2023 meeting were presented and reviewed.

Motion by S. Andrews to accept and approve the minutes of the March 27, 2023 meeting

Second: D. Fortune

Roll Call Vote: All in Favor

Ongoing Business

H.R. Consultant update was given by J. Belliveau as the consultant was not available. The consultant had submitted a follow-up to the last series of questions that the committee posed to her. J. Belliveau read through each question and the consultant's response. The committee has some clarifying questions but essentially came to understand that any final adjustment to the work was more our own committee adapting any unique set of conditions that might be unique to a role in Lunenburg. The consultant created job descriptions and placement in grades based upon standard comparable municipal roles in other towns. Our work now would be to determine if any Lunenburg roles should be reexamined to determine if the nature of the work was uniquely different from the standard role that the consultant outlined in the job description. There was a general discussion of the option to rename the grades to simplify any misconceptions as we consider moving from 20 grade levels to 16 levels. Perhaps changing to an alphabetic grid might be an option to help employees identify with a new grade scheme.

J. Belliveau noted that she had initially understood that the HR Consultant would be utilizing a more standard leveling process to identify what grade a job fell into. She explained having used other job ranking tools that graded responsibilities with a point system so comparisons became more standardized. She would research that option more and report back on availability of using such a tool.

The group also attempted to understand how the SAP changes might be aligned with similar roles in the other town employee groups. Generally the only comparisons might be made to the clerical roles that were part of each group. Both J. Belliveau and N. O'Rourke believed there was little difference in these roles across the employee groups. Additional discussion regarding the updating of the job descriptions in drop box and how better to utilize the tool as we proceed. The group agreed to create a spreadsheet for the committee, in dropbox, with all the jobs, their old grade levels, their new grade levels and utilize that grid to examine for any disparities as we move forward. The committee members would be able to make notations as they identify items that may need further research.

J. Belliveau noted that the proposed FY24 SAP salary grid had been prepared for submission as previously approved by the committee, so it was available for the Town Meeting final approval in May.

Due to another meeting commitment, J. Bilotta left meeting at 6:15pm

Some additional time was spent by committee to better understand how drop box was updated and how additional spreadsheet might be helpful. J. Belliveau will post additional information in drop box in next few days.

New Business

J. Belliveau presented an updated Job Description for the Building Commissioner. The only change was to the reporting relationship directly to the Land Use Director. Previously this role reported to the Town Manager. With the current vacancy of the role of Building Commissioner it was the appropriate time to make such a change.

Motion by S. Andrews to accept the recommendation of the HR Director to update the Building Commissioner's job description as submitted.

Second: D. Fortune

Roll Call Vote: All in Favor

Public Comment

There was no public comment, nor Committee comment

Proposed next meeting Wednesday, May 1, 2023.

5:00pm Hybrid – In Person/Zoom

Motion by to adjourn meeting at 6:59pm by W. Bertrand

Second: D. Fortune

Roll Call Vote: All in Favor