

Town of Lunenburg
Personnel Committee
Minutes: May 1 2023
5:00pm Hybrid – Town Hall/Zoom

JUN 01 2023

LUNENBURG TOWN
CLERK OFFICE**In Person Attendees:**

Susan Andrew, Donna Fortune
Via Zoom: Joanna Bilotta

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

Absent: Wendy Bertrand

J. Bilotta opened the Meeting at 5:05pm with members noted in attendance

Public Comment:

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

Approval of Minutes:

Minutes of the April 12, 2023 meeting were presented and reviewed.
Motion by S. Andrews to accept and approve the minutes of the April 12, 2023 meeting.
Second: D. Fortune
Roll Call Vote: All in Favor

Ongoing Business

General discussion took place on the ongoing Job Classification Project. Donna Fortune outlined some analysis she did, comparing the job descriptions initially submitted, the updates requested and the current listed job descriptions to assess that all updates had taken place. On the whole most were completed, but there may be several outliers still needing amending. She also did work on a grid that assessed the impact the level recommendations had on employee's actual salary projections. She noted there were just a few that appeared to be lower at the highest step than the current level. Agreement was reached that we would assess the outliers this happened to insuring their proper placement in the potential new grid. The group agreed that the next level of work was to review final drafts of job descriptions and any potential updates needed as well as to evaluate the spreadsheet to identify the outliers or roles that appear to be incorrectly slotted. All the appropriate files are in drop box. J. Belliveau also outlined the options of utilizing a job rating system that many municipalities currently use. While it might be quite an undertaking to do each job, it is certainly a tool worth examining more closely.

New Business

J. Belliveau presented the recommended pay rate for Building Commissioner candidate step 3 of Grade 16 designated for this role. The candidate comes with appropriate municipal experience and that supports the hiring above step one. As we all know, we are seeking more experience in our leadership roles and this offer represents the need to offer competitive salaries.
Motion by S. A Andrews to accept the recommendation of the HR Director to offer the candidate for Building Commissioner a salary at step 3 of Grade 16.
Second: D. Fortune
Roll Call Vote: All in Favor

Public Comment

Public Comment -Nancy O'Rourke asked if the job description for her role had been submitted in the final consultant's submission, as she had provided updates. D. Fortune checked the data and did not locate this job description. She asked Nancy to send her whatever material she had so that the description could be correctly noted in the project. There was no committee comment

Proposed next meeting Wednesday, May 24, 2023.
5:00pm Hybrid – In Person/Zoom

Motion by to adjourn meeting at 5:33pm by D. Fortune



Second: S. Andrews
Roll Call Vote: All in Favor