

In Person Attendees:

Susan Andrews, Wendy Bertrand, Donna Fortune
By Phone: Joanna Bilotta

Also Present: Julie Belliveau, Asst. Town Manager/HR Director, Pauline Roy COA Outreach Coordinator, Christopher Ruth, Facilities Director, Thomas Gammel, Police Chief

W. Bertrand opened the Meeting at 6:05pm with members noted in attendance

Public Comment:

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

Approval of Minutes:

Minutes of the May 31, 2023 meeting were presented and reviewed.

Motion by S. Andrews to accept and approve the minutes of the May 31, 2023 meeting.

Second: D. Fortune

Roll Call Vote: All in Favor

New Business

With the assistance of the police chief, the group explored the job responsibilities of the Administrative Assistant's role in the police department, utilizing the grading tool the Committee has been using to clarify grade levels on various roles in the SAP. The initial outcome resulted in 340 points but several areas were identified as potential upgrade situations. The group identified that there might be two levels of Administrative Assistant's in this group and more work is needed before this would be clear. The Chief then identified that the current Reserve Police Officer role will need to be rewritten as standards have changed. He will work with Julie Belliveau to address the new requirements.

The Committee, with the help of the Facilities Director explored the Beach Director's job description utilizing the grading tool noted above, as well as the job descriptions for Lifeguards and the Recreation Director. The group realized that the beach roles had some significant risk/responsibilities given the need to keep beach users safe, and had to have a variety of certifications to perform these roles. Then when examining the Recreation Directors role there were some issues given that this role manages the beach positions, but does not require the certifications, nor have same high responsibility levels as the Beach Director. The group agreed to do additional work on this group to insure the correct grade identification was made. Beach Director: Points 625; Lifeguard: Points 475; Recreation Director: Points 570

The Committee did not make any motions to complete these reviews at this time; more work will be done to insure the correct outcome is accomplished.

Public Comment

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

Proposed next meetings

Tuesday, June 13, 2023 - 6:00pm – In Person

Wednesday, July 5, 2023 – 6:00pm – In Person/Zoom

Motion by to adjourn meeting at 7:54pm by D. Fortune

Second: S. Andrews

Roll Call Vote: All in Favor