

Town of Lunenburg
Personnel Committee
Minutes: June 13, 2023
6:00pm – Ritter Building

In Person Attendees:

Donna Fortune, Wendy Bertrand, Joanna Bilotta-Simeone
Via Teams: Bill Bernard

Also Present: Julie Belliveau, Asst. Town Manager/HR Director, Pauline Roy COA Outreach Coordinator; Nancy O'Rourke, Payroll and Benefits Coordinator/Risk Manager, Adam Burney, Land Use Director, Sue Doherty, COA Director

Absent: Sue Andrews

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

Public Comment:

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

Approval of Minutes:

None to Approve

New Business

James "Jim" Ricci is a recently retired Fire Captain returning as a **call Firefighter/EMT**. Because he has over 30 years of experience, suggested rehiring at a grade 9, step 8 - \$27.76. No discussion as all agreed this was justified. Motion by J. Bilotta, Second by D. Fortune. Approved 3-0 vote.

Ashleigh Denio is the candidate for the **Administrative Assistant - Conservation department**. Based on her education and experience, the recommendation is a grade 8, step 2 FY24 rate \$21.86 (starting after 7/1/23-new FY24 rate). W. Bertrand asked A. Burney if she had been told proposed rate already. No additional discussion as all agreed this was justified. Motion by W. Bertrand, Second by D. Fortune. Approved 3-0 vote.

Ongoing Business

Job Description Review:

7 positions reviewed.

J. Belliveau reviewed rating system - all positions rated using new point/rubric system. There are 12 categories (knowledge and training, level of experience, supervision required, supervision exercised, accountability, judgement, complexity of position, personal contact/interactions, confidential Information, occupational hazards, work environment, physical demands) are looked at for each position, and supervisors gave the committee input, along with committee discussion and each category was assigned points based on degree needed for the role.

Positions reviewed were:

-Building Commissioner

- Administrative Assistant (Conservation)
- COA Assistant Outreach Coordinator
- COA Van Driver
- Intermittent Heavy Equipment Operator
- Seasonal Cemetery Laborer
- Sewer Business Manager

J. Bilotta reminded the committee that all positions need this collaborative discussion from committee, and supervisors who are present. All assigned points in each category and total number of points determined, and recorded. D. Fortune and J. Belliveau said the points sit on our new grid will be looked at during later meetings.

Public Comment

Public Comment –none

Committee Comment – J. Belliveau provided the Committee with information regarding the upcoming Board and Committee training on Public Records, Open Meeting Law, and Conflict of Interest on 6/22 at the Senior Center, and referred the Committee to their Town email for further detail.

Next meeting Wednesday, July 5, 2023.

6:00pm – In Person

Motion by to adjourn meeting at 8:12pm by J. Bilotta

Second: W. Bertrand

Vote: All in Favor