

In Person Attendees:

Susan Andrews, Wendy Bertrand, Donna Fortune

Also Present: Julie Belliveau, Asst. Town Manager/HR Director, Patrick Sullivan Fire Chief
Phone: Nancy O'Rourke, Payroll and Benefits Coordinator/Risk Manager

Absent: Joanna Bilotta

W. Bertrand opened the Meeting at 6:08pm with members noted in attendance

Public Comment:

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

Approval of Minutes:

Minutes of the June 6, 2023 meeting and the June 13, 2023 meeting were presented and reviewed.

Motion by D. Fortune to accept and approve both sets of minutes from the June 6, 2023 meeting and June 13, 2023 meeting.

Second: S. Andrews

Vote: All in Favor

W. Bertrand made a motion to adjust the agenda to review the job descriptions from the Fire Department to accommodate Chief Sullivan's attendance in the meeting.

Second: S. Andrews

Vote: All in Favor

New Business:

With Chief Sullivan's assistance the group reviewed the departments job descriptions and identify how it might be assessed using the grading tool. The group covered the following jobs: On Call EMT (590 Pts); On Call EMT/Intermediate/Advance (640 Pts); On Call Firefighter (640 Pts); On Call paramedic (690 pts); On Call Firefighter/EMT (680 Pts); On Call Firefighter/Paramedic (750 Pts); On Call Fire Lieutenant (815 Pts); On Call Captain (850 Pts). The Chief identified that the current Public Safety Coordinator job description should be rewritten and updated. The existing job description was not graded.

He also identified that there was an issue in promotions to these on call roles as they are covered by SAP salary grid and sometimes a promotion only moved the employee up by 10 cents. The promotion practice does place employees in the next step closest to the current salary, and at times the amount might be minimal. We suggested that the only way to deal with these types of promotions would be to request an exception to policy and request a step more appropriate to nature of promotion.

Ongoing Business

J. Belliveau presented an updated job description for a Police Reserve Officer. She had worked the updated role with the Chief of Police to better outline the requirements of the job.

D. Fortune made a motion to accept the new job description for a Police Reserve Officer.

Second: S. Andrews

Vote: All in Favor

Public Comment

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

The group attempted to identify the next meeting date, because we didn't have all members, J. Belliveau agreed to send a note to entire committee seeking the best alternatives for a future meeting.

D. Fortune made a motion to adjourn at 8:08pm

Second: S. Andrews

Vote: All in Favor