

In Person Attendees:

Susan Andrews, Wendy Bertrand, Donna Fortune

Also Present: Julie Belliveau, Asst. Town Manager/HR Director, Muir Haman, Library Director

W. Bertrand opened the Meeting at 6:06pm with members noted in attendance

Public Comment:

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

Approval of Minutes:

Minutes of the July 5, 2023 meeting were presented and reviewed.

Motion by D. Fortune to accept and approve the minutes from the July 5, 2023 meeting

Second: S. Andrews

Roll Call Vote: All in Favor

Ongoing Business

There were no ongoing business issues on the agenda

New Business

J. Belliveau presented a new hire for Reserve Police Officer. She requested that we consider adjusting the hire into Grade 10 step 8 as the hire was for a recently retired Sergeant from the Lunenburg Police Department, so had extensive skills not normally included in candidates for Reserve Officers. The group agreed this was justification for such an adjustment.

Motion by S. Andrews to accept the recommendation of the HR Director to offer the Reserve Office Grade 10 Step 8 from the SAP.

Second: D. Fortune

Job Description Review of PACC jobs. We covered the following jobs and utilizing the position classification system manual we assigned points as noted: PACC Production Technician (425 pts); Videographer (330 pts); Senior Videographer (420 pts).

Job Description Review of Library jobs. We covered the following jobs and utilizing the position classification system manual we assigned points as noted: Library Page (305 pts), Library Assistant (380 pts); Staff Librarian (550 pts).

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 7:26pm

Second: S. Andrews

Roll Call Vote: All in Favor