

In Person Attendees:

Susan Andrews, Wendy Bertrand, Donna Fortune

Also Present: Heather Lemieux, Town Manager, Pauline Roy, COA Outreach Coordinator, Nancy O'Rourke, Payroll & Benefits Coordinator/Risk Manager, Bill Bernard, DPW Director

Absent: Joanna Bilotta

W. Bertrand opened the Meeting at 6:07pm with members noted in attendance.

Public Comment:

There were no comments from committee members. B. Bernard questioned the type of assessment system that the committee was using, as he felt the weighting of certain job characteristics did not fairly represent how work was actually valued. He had done some research and felt there were better tools available.

Approval of Minutes:

Minutes of the August 23, 2023 meeting were presented and reviewed.

Motion by D. Fortune to accept and approve the minutes from the August 23, 2023 meeting

Second: S. Andrews

Roll Call Vote: All in Favor

Ongoing Business

W. Bertrand made a motion to move the discussion of the Vacation Leave Accrual to later in the meeting as we expected J. Bilotta to arrive later, and she would be able to participate in the discussion

Second: S. Andrews

Roll Call Vote: All in Favor

New Business

The committee reviewed the following jobs utilizing the position classification rating and guidelines and assigned points as noted: The Ex. Asst. to Town Manager and Select Board was not yet available; Facilities Director (750 pts); Land Use Director (750 pts.); Network Administrator (630 pts.); PACC Manager not yet available; Payroll/Benefits Coordinator and Risk Manager (510 pts.); Principal Assessor (605 pts.); Treasurer/Tax Collector (555 pts).

Ongoing Business

Vacation Accrual Issue

S. Andrews reviewed her discussion with Nancy O'Rourke regarding how vacation accrual was determined across the various employee groups within the municipality. Nancy has been responsible for this benefit during her 12 years with Lunenburg. The current method of accruing has been in place throughout her tenure. The only group that is not treated within the current accrual practice would be any employee that receives a formal contract, predominately the Town Leaders, Police/Fire Chiefs and a variety of employees in the school department. All other employees share the same accrual process, and mostly the same vacation amounts. There were just a few practice variations, but none created any disparity between groups. Each year there are a small number of employees that have changes to their hours of work that allow for increased accruals. The current practice is for the accruals to be earned throughout the year and then become available for use the following July. Employees that change hours, then correctly accrue the newer calculations and per policy, they will be available to be used the following July. As J. Bilotta had not been able to attend this meeting, the group agreed to discuss again at the next meeting.

Public Comment

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

The group attempted to identify the next meeting date, and targeted September 20 at 6:00pm.

S. Andrews made a motion to adjourn at 8:11pm

Second: D. Fortune

Roll Call Vote: All in Favor