

In Person committee Attendees:

Susan Andrews, Wendy Bertrand, Donna Fortune

Also Present: Heather Lemieux, Town Manager, Julie Belliveau, Assistant Town Manager/HR Director, Thomas Gammel Police Chief, Bill Bernard, DPW, Paula Bertram Sewer Business Manager, Amanda Moore, Administrative support Police Department,
On phone: Patrick Sullivan Fire Chief, Pauline Roy, COA

Absent: Joanna Bilotta

W. Bertrand opened the Meeting at 5:05pm with members noted in attendance

Public Comment:

There were no comments from committee members, Paula Bertram spoke about her concerns that the previous leadership in the sewer department had created the job description for the Sewer Business Manager and the current manager and she had changed the role and the previous JD no longer represented the current active role. The committee agreed that the new leadership should adapt the JD as needed and present it to the HR Director for review.

Approval of Minutes:

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

Motion by S. Andrews to accept and approve the minutes from the September 6, 2023 meeting

Second: D. Fortune

Roll Call Vote: All in Favor

Ongoing Business

S. Andrews made a motion to move the discussion of the Vacation Leave Accrual to the next meeting as J. Bilotta was not in attendance and the group wanted her to be able to participate in the discussion

Second: D. Fortune

Roll Call Vote: All in Favor

New Business

Job Description Review

Chief Sullivan presented an amended job description for the Public Safety Head Clerk he had worked on with the HR Director to update it to include what the current responsibilities are. This role was identified in the SAP but no previous JD was located.

S. Andrews made a motion to accept the recommendations of the HR Director to establish this job description for the P.S. Head Clerk Coordinator in the SAP, pending final approval by the Select Board.

Second D. Fortune

Roll Call Vote: All in Favor

Chief Gammel presented an amended job description for a Reserve Police Officer that he had worked on with the HR Director to update it to include what the current responsibilities are. This role now had a variety of certifications that had been added to update it to current requirements.

W. Bertrand made a motion to accept the recommendations of the HR Director to amend this job description for the Reserve Police Officer in the SAP, pending approval by the Select Board.

Second: D. Fortune

Roll Call Vote: All in Favor

Heather Lemieux presented an amended job description for the Executive Assistant to the Town Manager and Select Board that she had worked on with the HR Director to update it to include what the current responsibilities are.

D, Fortune made a motion to accept the recommendations of the HR Director to amend this job description for the Executive Assistant to the Town Manager and Select Board in the SAP, pending approval by the Select Board.

Second: S. Andrews
Roll Call Vote: All in Favor

Job Description Rating

The committee then reviewed the following jobs utilizing the position classification rating and guidelines and assigned points as noted: Asst to the Sewer Manager (380pts); Reserve Police Officer (775 pts); P. S. Head Clerk Coordinator (475 pts); Executive Assistant to Town Manager and Select Board (475 pts) PACC Manager – not completed at this time.

Next Steps

The committee agreed that they would now analyze the grid and explore how group ratings complement the different areas, looking for any outliers that may need some reexamination.

The group targeted October 17, 2023 as next scheduled meeting.

Public Comment

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

D. Fortune made a motion to adjourn at 6.52pm

Second: S. Andrews

Roll Call Vote: All in Favor