

Committee Attendees:

Susan Andrews, Wendy Bertrand, Joanna Bilotta, Donna Fortune

Also Present:

Julie Belliveau, Assistant Town Manager/HR Director, Heather Lemieux, Town Manager, Jo McLaughlin, PAC Manager

J. Bilotta opened the Meeting at 5:37pm with members noted in attendance

Public Comment:

There were no comments from committee members, nor the public

Approval of Minutes:

Minutes of the September 26, 2023 meeting were reviewed, noted were several minor areas not accurately noted that will be corrected for the record.

Motion by W. Bertrand to accept and approve the minutes, with the amended corrections for the September 26, 2023 meeting.

Second D. Fortune

Roll Call Vote: All in favor

Minutes of the October 4, 2023 meeting were reviewed, noted were several minor areas not accurately noted that will be corrected for the record.

Motion by W. Bertrand to accept and approve the minutes, with the amended corrections for the October 4, 2023 meeting.

Second S. Andrews

Roll Call Vote: All in favor

Ongoing Business

None

New Business

Amended PAC Manager Job Description

J. Belliveau presented a revised job description for the Public Access Cable Manager. This updated role better outlines the responsibilities of the PAC Manager. The committee amended several areas to be clearer about responsibilities of the role.

Motion by D. Fortune to accept the recommendations of the Assistant Town Manager/HR Director to amend this job description for the PAC Manager in the SAP.

Second: S. Andrews

Roll Call Vote: All in Favor

Job Description Rating

The committee reviewed the following job utilizing the position classification rating and guidelines and assigned points as noted: PAC Manager (660 pts). The employee in that role was present and was concerned the rating seemed to be lower than expected. The employee noted that many more hours were spent on the job than the budget supported (28 hours weekly). The committee felt that several areas might not accurately reflect the roles responsibilities, and would examine that more closely as project proceeds.

Public Comment

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

Potential next meeting will be October 24, 2023, at 5:30pm

W. Bertrand made a motion to adjourn at 6:33m

Second: D. Fortune

Roll Call Vote: All in Favor