

Committee Attendees:

Susan Andrews, Wendy Bertrand, Joanna Bilotta, Donna Fortune

Also Present/or or on the call:

Julie Belliveau, Assistant Town Manager/HR Director, Pauline Roy, COA, Paula Bertram, Sewer Business Manager, Nancy O'Rourke, Payroll and Benefits Coordinator/Risk Manager; Dave McDonald, Brett Ramsden

J. Bilotta opened the Meeting at 5:36pm with members noted in attendance

Public Comment:

D. Fortune asked that J. Belliveau update the objectives of the current project of the revision of job descriptions as their appeared to be some confusion on the part of some employees and some town leaders on the project.

Dave McDonald addressed the committee on the project, as he felt that the project may not be accurately reflecting the responsibilities of the employees, referencing the sewer department's recent inputs. He felt that the members of the sewer committee should be included in these discussions.

Julie Belliveau then outlined the project objectives, noting the use of a rating tool that has been utilized in other similarly sized municipalities like Winchendon Ma. The tool helps to standardize job descriptions to objectively evaluate the various responsibilities. This current focus is insuring accurate job descriptions that are inclusive of roles responsibilities, rating that role and finally adapting the current leveling system of the SAP to better reflect the roles identified. It is a lengthy process and we are currently in the initial phase of the project, insuring accurate job descriptions. It is not the intent of this project to adversely harm any employee's current status.

Pauline Roy spoke about the previous reference that most of the various town vacation policies were similar. She had researched the various groups and had sent on overview of her findings to the committee previously. She referenced the document and spoke to a variety of differences that she felt warranted additional review by the committee.

Approval of Minutes:

Minutes from previous meeting not available

Ongoing Business

None

New Business

Vacation Leave Accrual As the committee had previously discussed, the method of calculating vacation accrual had several applications that employee felt were neither fair nor equitable. The committee reviewed the current plans, and any options that might easily balance these programs throughout the municipality. Nancy O'Rourke was attending and clarified a series of concerns and possible remedies. Wendy Bertrand offered to be the project lead to research this important issue and come back to the committee with recommendations on a possible remedy. The target of any policy change would be the May 2024 Town Meeting.

J. Bilotta made a motion to direct W. Bertrand to research and recommend any changes to the vacation leave accrual policy, back to this committee for final resolution

Second D. Fortune

Roll Call Vote: All in Favor

Job Description Rating Project – Next steps the group believes that we now have examined each SAP job description that is currently active. Several are in process to reexamine and amend as needed, but most are done. S. Andrews and D. Fortune will examine the Benefits Coordinator/Risk Manager JD. D. Fortune will update the current spreadsheet to reflect current active elements so that the group might begin to look

for jobs that don't seem to fit correctly. We might examine departments as a group, then levels within those departments, or specialized areas such as administrators across departments.
Proposed next meeting will examine COA and Library departments

Public Comment

There was no committee comments, Nancy O'Rourke recommended that while looking at the vacation accrual time we should include sick time as well.

Potential next meeting will be November 13, 2023, at 5:30pm; then another on November 28, 2023.

D. Fortune made a motion to adjourn at 7:15m

Second: S. Andrews

Roll Call Vote: All in Favor