

Committee Attendees:

Wendy Bertrand, Susan Andrews, Joanna Bilotta, Donna Fortune

Also Present

Julie Belliveau, Assistant Town Manager/HR Director

J. Bilotta opened the Meeting at 5:06pm with members noted in attendance

Public Comment:

There were no public or committee comments

Approval of Minutes:

Minutes from the November 28, 2023 meeting of the Personnel Committee were reviewed.

Motion by D. Fortune to accept the minutes as presented for the November 28, 2023 Personnel Committee Meeting

Second: S. Andrews

Roll Call Vote: All in Favor

Ongoing Business:

None

New Business

The Sewer Business Manager Job description was not available for review, will be done at next meeting.

The Committee began to examine several positions that previously were noted as having some question regarding degree rankings. PACC Production Tech both items in question, Education and Occupational Hazards were determined to be correctly represented. Exec Asst to TM and SB, Personnel Contact was changed from Degree 6 to Degree 4, and Confidential was correctly represented. PS Head Clerk, Confidential was correctly represented. PACC Manager, Experience was changed from Degree 3 to Degree 4. Seasonal Cemetery Laborer was changed in a number of areas; Experience was changed from Degree 4 to Degree 3; Accountability was changed from Degree 3 to Degree 2; Judgment was changed from Degree 3 to Degree 2; Physical Demand was changed from Degree 4 to Degree 3. Payroll and Benefits Coordinator/Risk Manager, the Committee felt that the job description was incomplete and needed to be rewritten. Tax Collector/Treasurer, the Committee found no reason to change current grading. Intermittent Heavy Equipment Operator, Supervision should be noted as Degree 1. Asst. TM/HR Director, Accountability was changed from Degree 5 to Degree 6. Network Administrator, this job description was found to have been correctly graded. Principal Assessor, Supervision Received was changed from Degree 5 to Degree 6, Complexity was changed from Degree 5 to Degree 4, and Personnel Contact was changed from Degree 4 to Degree 5. Beach Director, the Committee felt the title needed to be changed to Supervisor/Coordinator to better reflect the level of responsibility. The final roles were from the fire department and all were left unchanged.

Public Comment

There were no comments from the public or the committee

Our next meeting will be January 17, 2024, at 5:00pm, location to be determined

And potential following meeting on January 31, 2024, location to be determined

W. Bertrand made a motion to adjourn the meeting at 6:51pm

Second: S. Andrews

Roll Call Vote: All in Favor