

Committee Attendees:

Susan Andrews, Joanna Bilotta, Donna Fortune, Wendy Bertrand (5:55pm)

Also Present

Julie Belliveau, Assistant Town Manager/HR Director, Heather Lemieux, Town Manager, Thomas Gammel, Police Chief, Amanda Moore, Public Safety Coordinator, Pauline Roy, COA Outreach Coordinator, Bill Bernard, DPW Director, Jay Simeone

J. Bilotta opened the Meeting at 5:02pm with members noted in attendance

Public Comment:

J. Bilotta shared that she had been asked that someone from the Committee come to an upcoming Select Board meeting in February to update them on our project goals and progress on the SAP job description update and position rating. She will organize the presentation and arrange for the meeting.

Approval of Minutes:

Minutes from the January 17, 2024 meeting of the Personnel Committee were reviewed

Motion by S. Andrews to accept the minutes as presented for the January 17, 2024 Personnel Committee Meeting

Second: J. Bilotta

Roll Call Vote: All in Favor (D. Fortune abstained as she had not attended the meeting)

Ongoing Business:

None

New Business

The Committee reviewed a new job description created for Police Executive Assistant. This is currently the Public Safety Coordinator in the Police department and classified under the AFSCME Union. Chief Gammel outlined the role and the various elements that were included in this role. The Committee evaluated the job role utilizing the grading tool and determined total points to be 610/ Grade 9. This job description will need to be approved ultimately at Annual Town Meeting as it has not been part of the SAP previously.

The Committee then began a review of several of the roles that remained outstanding, some for first time, others that had been amended after an initial review suggested changes. The Payroll & Benefits Coordinator/Risk Managers role had been amended and the group reviewed all the evaluation factors making several changes from the initial review, this review totaled 555/Grade 8. The Assistant Town Manager/HR Directors role had also been amended after an initial review and changes were suggested. The areas changed were: Experience was changed to Degree 5; Complexity was changed to Degree 6, Supervision exercised was changed to degree 4. That changed the total to 720/Grade 11. The DPW Directors amended job description changed in a number of factors. Knowledge/training/education changed to Degree 6, Personal contacts/interactions changed to Degree 6, Confidential Information changed to Degree 4, Occupational Hazards was changed to Degree 4, Work Environment was changed to Degree 3. and Physical Demands was changed to Degree 3, which then changed total to 950/Grade 14.

J. Belliveau had prepared a spreadsheet of the salary survey she has been working and shared with the Committee for review. She has received data from 8 comparable towns. Each town submitted data for roles that were similar, not all jobs were represented in each town. More work to analyze this material will be done by the Committee.

The Committee reviewed what remaining items in the project were and how we would move to the development of a new grid. The Committee will review the Salary Survey material as well as the updated job grid spreadsheet to assess any anomalies. We have also sought the assistance of a former member of this Committee, with broad experience in compensation planning, to assist in creating the new grid.

The Committee set the February meeting schedule in order to prepare for the presentation to the Select Board and finalization of the project for submission to the Select Board and Finance Committee prior to Annual Town Meeting.

Targets: Wednesday; February 7 - Monday, February 12. As S. Andrews will be unable to attend the next meeting, W. Bertrand will take minutes.

Public Comment

There were no comments from the public or the Committee

S. Andrews made a motion to adjourn the meeting at 7:07pm

Second: D. Fortune

Roll Call Vote: All in Favor