

Town of Lunenburg  
Personnel Committee  
Minutes: February 12, 2024  
5:00 –Hybrid – Town Hall

**In Person Attendees:**

Donna Fortune, Wendy Bertrand, Joanna Bilotta-Simeone  
Via Teams: Sue Andrews

**Also Present:** Julie Belliveau, Assistant Town Manager/HR Director, Pauline Roy COA Outreach Coordinator; Nancy O'Rourke, Payroll and Benefits/Risk Manager

J.Bilotta opened the Meeting at 5:12pm with members noted in attendance

**Public Comment:**

*Public Comment:* None

*Committee Comment:* None

**Approval of Minutes:**

February 7 minutes approved, motion by D. Fortune, second by W. Bertrand.

**Ongoing Business**

Continuation of outliers: The Committee reviewed the following outliers that were identified by the HR Director.

**Facilities Director:** Occupational Hazard recommended change from degree three to degree two, overall score 730

**Building Commissioner:** Judgment recommended change from degree five to degree four, Personal Contact recommended change from degree seven to degree six, Confidential Information recommended change from degree three to degree two, Occupational Hazards recommended change from degree two to degree three, Work Environment recommended change from degree four to degree three, overall total 745

**COA Director:** Physical Demands recommended change from degree one to degree two, overall total 720

**COA Dietary Aide:** Complexity recommended change from degree two to degree one, Physical Demands recommended change from degree two to degree one, overall total 265

**Library Page:** Occupational Hazards recommended change from degree two to a degree one, overall total 285

**Beach Director:** Knowledge, Education, Training recommended change from degree four to degree two, Accountability recommended change from degree five to degree three, Complexity recommended change from degree four to degree three, Confidential Information recommended change from degree three to degree two, Physical Demands recommended change from degree two to degree three, overall total 545

**Recreation Director:** Supervision Received recommended change from degree six to degree five, Judgment recommended change from degree four to degree three, Complexity recommended change from degree five to degree three, Personal Contact recommended change from degree Confidential Information recommended change from degree three to degree two, Physical Demands recommended change from degree five to degree three, Work Environment recommended change from degree three to degree two, overall total 575

**Board Clerk/Recording Secretary** Supervision Received recommended change from degree two to degree three, Judgment recommended change from degree one to degree two, overall total 275

**Executive Assistant to TM SB:** Supervision Received recommended change from degree three to degree four, Complexity recommended change from degree three to degree four, Confidential Information recommended change from degree three to degree four, overall total 500

**Police Executive Assistant:** Knowledge, Training, Education recommended change from degree four to degree three, Accountability recommended change from degree four to degree three, Personal Contacts recommended change from degree four to degree three, Occupational Hazards recommended change from degree two to degree one, Work Environment recommended change from degree, Work Environment recommended change from degree two to degree one, overall total 530.

**Network Administrator:** Personal Contacts recommended change from degree five to degree four, Occupational Hazards recommended change from degree three to degree two

**Principal Assessor:** Supervision Exercised recommended change from degree two to degree three, Complexity recommended change from degree four to degree five, Physical Demands recommended change from degree one to degree two, overall total 680

**Treasurer/Tax Collector:** Supervision Exercised recommended change from degree two to degree three, Judgment recommended change from degree three to degree four, Complexity recommended change from degree three to degree five, Confidential Information recommended change from degree three to degree four, Physical Demands recommended change from degree one to degree two, overall total 675

**PACC Manager:** Supervision Exercised recommended change from degree four to degree three, Judgment recommended change from degree four to degree three, Complexity change recommended from degree five to degree four, Personal Contact recommended change from degree five to degree four, Occupational Hazards change recommended change from degree three to degree two, overall total 620.

**Sewer Business Manager:** Supervision Received recommended change from degree five to degree four, Accountability recommended change from degree six to degree four, Judgment recommended change from degree four to degree three, Personal Contacts recommended change from degree five to degree four, overall total 620.

### **New Business**

The Committee approved step 2 of the newly appointed employee into the SAP as the Executive Assistant to Town Manager and Select Board.

Motion to approve: W. Bertrand

Roll Call Vote: All in Favor

### **Upcoming Meetings**

Select Board meeting on February 20, 2024. Next Personnel Committee meeting February 21, 2024 at 5:00. Location to be determined. The following meeting is scheduled for February 26, 2024.

### **Public Comment**

Public Comment –none

Committee Comment – W. Bertrand discussed that all of the SAP positions are between 5%-25% below the comp averages and this needs to be kept in mind to retain current employees and attract new employees. D. Fortune reiterated that step one is develop the FY24 grid will be based on current data.

Next meeting Monday, February 12.

5:00pm In Person Ritter Building

Motion by to adjourn meeting at 7:40 by W. Bertrand

Second: D. Fortune

Role Call Vote: All in Favor