

Committee Attendees:

Wendy Bertrand, Susan Andrews, Joanna Bilotta, Donna Fortune

Also Present

Julie Belliveau, Assistant Town Manager/HR Director, Nancy O'Rourke, Payroll and Benefits Coordinator/Risk Manager

Via Zoom: Amanda Moore, Public Safety Coordinator, Pauline Roy, COA Outreach Coordinator, Paula Bertram, Sewer Business Manager, Bill Bernard DPW Director, Jay Simeone, Finance Committee, Dave Passios, Finance Committee

J. Bilotta opened the Meeting at 5:03pm with members noted in attendance

Public Comment:

There was neither committee comment nor public comment.

Approval of Minutes:

The minutes of the last three meetings were reviewed and no adjustments noted.

Motion by S. Andrews to approve the minutes of the February 11, 21 and 26, 2024 meetings as submitted

Second: D. Fortune

Roll Call Vote: All in favor

Ongoing Business

Examine Grid Options – The committee reviewed the cost structures of each of the three scenarios they had chosen to more fully examine with Nancy O'Rourke's assistance. The option to drop Step one in the current grid and keep the 3% step alignment resulted in approximately \$49.7K retroactive cost to the FY2024 SAP salary budget. The group all supported this effort. There was discussion regarding the need to upgrade the grid given the market changes and the significant difficulty we have seen in hiring and retaining employees in our municipality. The next option was to start the grid at \$15.30 per hour and keep the 3% step alignment resulted in approximately \$\$78.6K retroactive cost to the FY2024 SAP salary budget. This option was similar to first option, and although acceptable, the general discussion was that it too might not be enough. The last option was to drop Grade one as the only employees in that grade would be upgraded to grade two as a result of our job level review. That option resulted in approximately \$22.2K retroactive cost to the FY2024 SAP salary budget. As they did little for the majority of SAP employees the group felt it did not correctly move the salary grid forward to address our outstanding issues.

Julie Belliveau offered a new option that would start the grid at \$15.50, keeping the 3% step alignment, but also considering adjusting several grades that would support growth in the upper levels. That was a recommendation that the original consultant had made to the committee. The group agreed that she and Nancy should continue their assessment of this option including the cost to FY2024.

The group then addressed the issue of outliers. The committee agreed that each of the elements of this project had offered valuable data and collectively supported its outcomes. The consultant, although not going far enough offered a variety of market assessments to our current jobs, a start of structuring job descriptions better and an overview of compensation theory that was current playing out in municipalities. The system grading system we then utilize to better address the job descriptions gave us a uniform set of evaluation criteria that improved consistency. The actual grading system was too constraining and did not provide solid support for level assessment. The compensation survey that was recently done included 8 towns and a variety of job roles we sought comparison for. While some of the information was useful, it too did not answer all the questions as comparing how jobs actually compared to each other was not always clear. The group found that by using the various data from each of these efforts helped to address how the group should proceed. It was clear that by whatever means examined our SAP grid did not adequately meet the needs of the marketplace salary changes. They also identified that the recent salary grid changes to the Clerical Union grid must be factored in. The new contract covering FY24, 25 & 26 created some significant disparities with the SAP employees that are in similar roles. As their contract covers a retroactive pay adjustment for FY24 and then new grids for FY25 & FY26, they have set a new target that the SAP must keep in its focus.

The committee identified several roles that they would recommend be considered for a raise to their SAP grade levels. Library Page from Grade 1 to Grade 2; COA Meal Site Manager from Grade 6 to Grade 7; COA Outreach

Coordinator From Grade 7 to Grade 8. There was one remaining role that the team needed to research more fully, the PACC Manager. That role will be examined at the next meeting.

New Business

The job description for the Police Executive Assistant was previously provided at an earlier meeting. This position is currently part of the Clerical Union, but now needs to be added to the SAP. As the position had been reviewed during this project, and comparing to comparable comps, the group supported its placement at Grade 10 in the SAP.

Motion by D. Fortune was made to place the Police Executive Assistant in the SAP at Grade 10

Second: W. Bertrand

Roll Call Vote: All in Favor

Sick Leave – J. Bilotta advised the group that an employee is questioning a potential gap in the SAP regarding sick leave. The request brought to light that the Sick Leave Policy in the Lunenburg School Union was different than the one outlined in the SAP. The difference was how the use of sick time would be applied. The school union allows the utilization of sick time in cases of childbirth/adoption for non-birthing parent, the SAP does not. The committee agreed there was not reason to have different applications of this process and supported that the SAP policy be amended to include similar language. J. Belliveau will propose new language to this policy. We will review the potential changes at the next meeting.

Next meeting, Wednesday March 13, 2024 will include final assessment of options for new FY24 & FY25 SAP salary grids, determination of final outliers to recommend be adjusted, sick policy review, creation of warrant articles for Town Meeting and delivery of proposal to Select Board.

Public Comment

N. O'Rourke clarified how sick time and vacation was utilized and suggested personnel time be taken initially followed by sick time as the amended policy on sick be considered. Pauline Roy asked for an update on the progress of the group to assess changes in how vacation time was managed. This was a topic that the group had discussed several times and understood it may need to be amended, but no progress has been made on an outcome. The committee acknowledged the job description project had taken the majority of its focus, but agreed to examine for a potential fall warrant.

There were no committee comments.

W. Bertrand made a motion to adjourn the meeting at 7:02pm

Second: D. Fortune

Roll Call Vote: All in Favor