

**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, Ana Lockwood, Parks Commission via Zoom:  
Pauline Roy, COA Outreach Coordinator, Bill Bernard DPW Director, Jay Simione, Finance Committee

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

**Public Comment:**

Ana Lockwood spoke regarding her support to allow the job title of Beach Director to remain. She was concerned it would not be well received. J. Bilotta agreed and said that the Committee agrees to leave it as Beach Director.

D. Fortune acknowledged and thanked Nancy O'Rourke for all the work she had undertaken to calculate the impact of each of the various FY24 & FY25 salary grid scenarios that the Committee explored over the last few weeks. The Committee was grateful for her continued support.

**Approval of Minutes:**

The minutes of the March 11, 2024 were reviewed and it was noted that there was one adjustment needed to amend and correct the date of the February 26, 2024 meeting.

Motion by W. Bertrand to approve the amended minutes of the March 11, 2024 meeting.

Second: D. Fortune

Roll Call Vote: All in favor

**Ongoing Business**

The Committee reviewed the grade classification for the PAC Manager. This role had been previously reviewed and the Committee felt it was not adequately leveled. D. Fortune had researched other towns with this role and discovered that many towns had changed the organizational structure of this group's work to move it into a separate non-profit organization and that might be why we could not find any survey material compatible to the role. The Committee unanimously agreed that they would recommend to the Town Manager that this role be upgraded from an SAP Grade 11 to an SAP Grade 12.

Motion by S. Andrews to recommend that the Town Manager consider a grade change be made to the PAC Manager from a SAP Grade 11 to a SAP Grade 12.

Second: D. Fortune

Roll Call Vote: All in favor

J. Belliveau reported that she had discussed all the previous recommendations for SAP grade changes with appropriate management leaders. The COA Director felt that the change recommended for the COA Outreach Coordinator should be one grade higher than the grade the Committee was recommending. The Committee discussed the input but did not feel a second grade change was warranted at this time. All other management leaders supported the recommended changes.

**New Business**

The Committee again reviewed the SAP salary grid options they had selected for final review. With Nancy O'Rourke's assistance in preparing the cost model for each, the Committee examined each option's goals and the financial impact each would have for the budget. Each option had a component that would provide a retroactive pay adjustment to the FY2024 salary budget. Prior to the FY2024 budget year, the group had recommended and gained approval for a 2.5% grid adjustment for the FY2024 SAP salary grid. The current FY2024 SAP salary grid reflects that change. The group explored each option with the help of spreadsheets outlining costs, changes to grid, and changes to some SAP levels. The group determined that this group was paid below many other towns in comparable roles and also below the employees in Lunenburg's Clerical Union. Their recently approved annual contract renewal for those in similar roles, showed a significant disparity over the terms of their three year contract.

Based on market adjustments, the Committee agreed that they supported adapting the FY2024 SAP salary grid by starting Grade 1, Step 1 at \$15.50 and leaving changes to steps at 3% per step. This would cost approximately \$89,771.61 in retroactive pay to the FY2024 budget. They then agreed to support dropping Step one from the FY2025 SAP salary grid, and continuing the 3% change per step, and adding an increase to the grid of 2.5% for FY2025 SAP salary grid. This would cost approximately \$110,948.87.

A motion by W. Bertrand to recommend that the Town retroactively adjust the current FY2024 SAP salary grid starting with \$15.50 at Grade 1, Step 1, and leaving a 3% step adjustment. This would require a retroactive pay adjustment to SAP employees for their FY2024 pay year. To also recommend that the FY2025 SAP salary grid drop step 1 from the grid, continue the 3% change per step and add an increase to the grid of 2.5%.

Second: S. Andrews

Roll Call Vote: All in Favor

The Committee reviewed J. Belliveau recommendation for rewording of the Sick Leave section of the Salary Administration Plan, updating it for inclusion of broader application of how sick leave might be utilized. This was discussed at the March 11, 2024 meeting when the Committee realized that the application of this benefit was not delivered in the same manner as the similar benefit for those in the Lunenburg School contract.

A motion by D. Fortune to adopt the recommendation of J. Belliveau for the change that will update the SAP Sick Leave Policy.

Second: S. Andrews

Roll Call Vote: All in Favor

The Committee then reviewed and finalized the wording for the Warrant that will be presented for the May 4, 2024 Town Meeting. J. Belliveau provided a recommendation for each article.

A motion from W. Bertrand to accept the recommendation for Article X, which outlines several job roles that the Committee recommends for grade level changes and including the recently recommended change to the PACC Manager.

Second: D. Fortune

Roll Call Vote: All in Favor

A motion from D. Fortune to accept the recommendation for Article XX which outlines changes to the SAP Salary Grid for FY2024 and FY 2025.

Second: W. Bertrand

Roll Call Vote: All in Favor

A motion from S. Andrews to accept the recommendation for Article XXX which outlines changes to the SAP regarding the use of sick leave, for SAP employees.

Second: D. Fortune

Roll Call Vote: All in Favor

The Committee discussed next steps to forward the groups recommendations to the Town Manager, Select Board and the Finance Committee for their review. Julie will prepare the recommendations into a formal package to deliver to the Town Manager, who will then provide it to the Select Board and Finance Committee. Committee members will make themselves available to each of the groups for questions regarding the recommendations made.

Next meeting will be scheduled for April 30, 2024 at 5:00pm, unless a sooner meeting is needed.

### **Public Comment**

P. Roy asked for an update on the Committee's review of calculation of the SAP vacation accrual. This topic was brought up and previously discussed, with a commitment from the Committee that they would further assess and review potential changes to this practice. J. Bilotta acknowledged that the job description project just completed had fully overtaken the group, but acknowledged she would ensure the Committee returns to a review of this policy application.

There was no public comment from Committee members.

D. Fortune made a motion to adjourn the meeting at 5:50pm

Second: S. Andrews

Roll Call Vote: All in Favor