

Town of Lunenburg

Personnel Committee

Minutes: August 13, 2018 meeting

Lunenburg Library Community Room

Personnel Committee Attendees:

Scott Chase

Dave MacDonald

Sue Andrews

Erik Arnold

Also Present:

Heather Lemieux, Town Manager

Nancy Forest, Payroll & Benefits Coordinator/Risk Manager

Rhonda Lisio

Jamie Toale

RECEIVED & FILED

OCT 25 2018

**LUNENBURG TOWN
CLERK OFFICE**

Meeting called to order at 6:30pm with all attendee's present.

Old Business

Minutes of the July 16, 2018 meeting were presented for approval. Heather noted that the format of the minutes should have more specific details regarding motions and approvals. The themes noted were accurate, but needed revisions to these items before being put into the record. Heather will work with Sue to revise them for submission at next meeting.

Motion by S. Chase: Revise July 16, 2018 minutes to be presented at next meeting for approval.

2nd: E. Arnold Vote: All in Favor

Policy Review Request: As noted in previous meeting, the SAP for the Vacation Policy needed to be updated to reflect changes approved by the Board of Selectman. The committee reviewed draft changes at the July 16, 2018 meeting. The final refreshed documents are not yet available for review at this meeting.

New Business

General Discussion: Nancy outlined an administrative adjustment she was able to implement to eliminate the lack of flexibility in the vacation tracking, that managed how and when employees were eligible to use the vacation they had accrued. This lack of flexibility was discussed at the last Personnel meeting, noting the negative impact it had on employees. The committee had

encouraged a review of any potential adjustment that might be made to overcome this issue. Committee acknowledged and noted its appreciation for Nancy's efforts.

General Discussion: Heather reported that she had researched the cost of hiring a consultant to manage the 2019 SAP salary survey. She found that a survey covering the 50 jobs in this group would cost between \$20K to \$25K. These funds are not currently approved in the town budget. Funds to cover this would have to be approved in a Special Town Meeting to impact this years need. Various alternatives were reviewed by the committee, like doing fewer positions that were more generally reflective of the common roles. Also examining any compatible union roles that had already been negotiated or just applying a mathematical algorithm adjusting the grid to reflect standard pay adjustments approved in similar towns or businesses. Heather to refresh scope of work and get clearer cost estimates to present at the next meeting.

General Discussion: Jamie Toale reviewed a goal that the Board of Selectman had taken on for this fiscal year to improve the Volunteer Boards Alignment. With many open slots on the various town volunteer boards, the BOS recognized that an effort was needed to refresh the alignment of these boards. This might include improved training, better performance management of volunteers, refreshing recruiting practices, creating an improved process to manage the placement of volunteers once they submit a request for consideration to volunteer, etc. Jamie asked if the Personnel Committee might join him in working on this important goal. The committee members did not take on any specific tasks, but agreed that the goal was worthwhile and some members of the committee might be willing to partner on the various tasks.

General Discussion: The committee determined that the next meeting will be held September 10, 2018 at 6:30pm.

Motion by S. Chase: To adjourn the meeting at 7:55pm

2nd: E. Arnold Vote: All in Favor