

Town of Lunenburg
Personnel Committee

Minutes: March 21, 2022 – Zoom Meeting 5:00pm

Attendees:

Joanna Bilotta, Susan Andrews, Eric Arnold, Wendy Bertrand, Donna Fortune

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director, Nancy Forest, Payroll & Benefits/Risk Manager, Barbara Lefebvre, Sewer Business Manager, Heather Lemieux, Town Manager, Thomas Gammel, Police Chief; Jeff Thibodeau, Police Lt.

E. Arnold opened the Meeting at 5:08pm with all members in attendance

Public Comment:

There was no public comment from the committee or the public

Approval of Minutes:

Minutes of the March 16, 2022 meeting were reviewed.

Motion by J. Bilotta to accept and approve the minutes of the March 16, 2022 meeting as presented

Second: W. Bertrand

Roll Call Vote: All in Favor

New Business:

New Position

Although out of order, Police Chief Gammel spoke about the need to change how traffic details are managed. New regulations mandate that even civilian traffic support must complete all the requirements of a police officer. Given that, he developed a new job description for a Civilian Traffic Detail role. Although driven by the Police departments CBA, it is not a union position so must be part of the SAP. Because the salary is governed somewhat by the CBA and not the Grade Levels of the SAP, the committee explored how to accommodate this unique issue.

Motion by J. Bilotta to accept the recommendation of the HR Director and accept the job description as presented and to add it to the SAP with a notation that the pay rate be determined by the Police CBA. To be submitted to the Town Meeting for final approval.

Second E. Arnold

Roll Call Vote: All in Favor

New Hire

Although out of order, the group reviewed a New Hire Form that J. Belliveau submitted for a new hire as a Board Clerk/Secretary that will support the Parks Commission. These roles have been difficult to fill and candidates with experience need to be brought in at a step higher in the salary

grade. She recommended that this candidates experience supported their being place in Grade 6 step 6.

Motion by S. Andrews to accept the recommendation of the HR Director to hire this candidate In Grade 6 Step 2.

Second: J. Bilotta

Roll Call Vote: All in Favor

Ongoing Business

Proposed Salary Grid

E. Arnold had sent the committee various options for changes to the SAP salary grid. All agreed that the minimum wage changes that the state had incorporated should also apply to municipalities like Lunenburg, even though that was not a compliance requirement by the state.

That rate is currently \$14.25ph and will go up again next year to \$15.00. He built that into each of his examples. The committee examined each and how they impacted the Towns budget over the three year period we are designing the new grids for. Many options for grades and steps were reviewed. Ultimately the group identified that changing the number of grades and or steps would require much more examination given our limited time frame to present to the Town Meeting. All agreed that this work needed to be done, but not at this time. We also determined that we would only submit one years SAP salary grid for the Town Meeting. That would allow the committee to work threwh the updating of the Grades this year and submitting additional changes and updated salary grids to next years Town Meeting.

Motion by E. Arnold to accept the V2 FY23 salary grid as submitted, and complete the cost review so it would be available to send with the FY23 SAP Salary Grid to the Finance Committee for review. It would then be submitted for review at the Town Meeting.

Second: D. Fortune

Roll Call Vote: All in Favor

Update on SAP revisions

As the committee has completed all the revisions deemed required for the SAP by laws, J. Belliveau agreed to prepare the edited version for one final review by the committee. She would send out one final document and asked that the committee's review with any edits be complete by the beginning of Thursday, March 24, 2022, so she can finalize the document in preparation for the Town Meeting.

Public Comment

There was no additional public comment

Next Meeting:

The group agreed to meet again Monday March 28, 2022 for a virtual meeting at 5pm

Motion by J. Bilotta to adjourn meeting at 6:52pm

Second: S. Andrews

Roll Call Vote: All in Favor