

Attendees:

Susan Andrew Eric Arnold, s, Donna Fortune, Wendy Bertrand,
Later arrivals Joanna Bilotta (6:13pm), Eric Arnold (6:15pm)

Also Present: Julie Belliveau, Asst. Town Manager/HR Director; Thomas Gammel, Police Chief, Bill Bernard, DPW Director, Pauline Roy, COA, Nancy O'Rourke, Payroll and Benefits Coordinator/Risk Manager, Barbara Lefebvre, Sewer Business Manager, Mary Beth Bernard, HR Consultant

Wendy Bertrand opened the Meeting at 6:07pm with members noted in attendance

Public Comment:

There were no comments from the Public, W. Bertrand wanted to be sure to get an update on the Recreation Directors position.

Approval of Minutes:

Minutes of the December 5, 2022 meeting were presented and reviewed.

Motion by D. Fortune to accept and approve the minutes of the December 5, 2022 meeting as presented

Second: S. Andrews

Roll Call Vote: All in Favor

New Business:

Job Description Revision

J. Belliveau presented the updated Civilian Traffic Member job description, assisting Chief Gammel who was having internet connection issues. The update mainly addressed the addition allowing active public safety employees to be considered for the role to broaden the availability of candidates.

Motion by D. Fortune to accept the recommendation of the HR Director for the update of the Civilian Traffic Member job description, and for it then to be submitted at the next available town meeting for final approval.

Second: S. Andrews

Roll Call Vote: All in Favor

H.R. Consultant Update

Mary Beth Bernard brought the committee up to date on the Job Description/Job Classification Project she is responsible for. The project is on target with rough drafts of 75% of descriptions completed, meetings with key stakeholders finished, and collection of outside survey materials in progress. She has also utilized available public municipality data. She has done FLSA reviews and classification reviews as each job description completed. There is an open issue that they are reviewing to assess if the Administrator role should be expanded to create department specific administrators as she has seen a wide disparity in these roles. Some changes noted as departments modernized and roles changed. She suggested that when final job descriptions were approved that employees be asked to acknowledge receiving the job description. The pay plan proposal will be completed for review by February 8, 2023 and final drafts of proposal will be February 15, 2023. There was a discussion regarding the need for more in person interviews, which will be considered as this was a voluntary process.

Facility Director

J. Belliveau updated the group on this opening. There is a candidate that is being reviewed, not yet offered the role as of this date, but should be reviewed by Select Board shortly. The role will be a grade 16, and with this candidate's background, the pay step is targeted at step 5. She asked for the committee's approval of this action.

Motion by S. Andrews to approve the recommendation of the HR Director to offer this role of Facility Director at Grade 16 step 5.

Second: J. Bilotta

Roll Call Vote: All in Favor

Public Comment

There were no additional comments from committee, or from the Public

Next Meeting:

As needed and regular meeting February 6, 2023 6pm

Motion by to adjourn meeting at 6:45pm by J. Bilotta

Second: D. Fortune

Roll Call Vote: All in Favor