

**Committee Attendees:**

Wendy Bertrand, Susan Andrews, Joanna Bilotta,

**Also Present:**

Julie Belliveau, Assistant Town Manager/HR Director, Pauline Roy, COA Outreach Coordinator, Paula Bertram, Sewer Business Manager, John Reynolds, Sewer Commission Chair, Bill Bernard, DPW Director, Sue Doherty COA Director

**Absent:**

Donna Fortune

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

**Public Comment:**

There were no comments from the committee members. Bill Bernard asked for an update on the job description for the DPW Director. Julie advised him that the description was with Heather Lemieux and will be reviewed at the next Personnel Committee meeting. Paula Bertram provided the Committee with a copy of her and Bill Bernard's assessment of the Sewer Business Manager's role.

**Approval of Minutes:**

Minutes from the December 20, 2023 meeting of the Personnel Committee were reviewed

Motion by W. Bertrand to accept the minutes as presented for the December 20, 2023 Personnel Committee Meeting

Second: S. Andrews

Roll Call Vote: All in Favor

**Ongoing Business:**

None

**New Business**

The Committee reviewed the amended job description for the Sewer Business Manager. The Committee suggested that Bill consider increasing the level of experience given the expansive knowledge needed for this role. The Committee also acknowledged several other areas that the revised description better explained increasing the degrees of some areas. The new total = 655 pts./ Grade 10.

The Committee then began a review of the roles that covered the Council on Aging employees. One outstanding issue was the element of confidentiality. The Committee agreed that the kitchen positions should be a degree 2 for confidentiality. That adjusted their totals. COA Dietary Aid (also corrected Physical Demands to Degree 2 like all the other roles in that group. 345Pts/Grade 5; COA Asst. Meal Site Manager 370 pts/Grade 6; Van Driver 460 pts/Grade 7; COA Meal Site Manager did not change. The COA Outreach Coordinator also was adjusted for confidentiality, from a Degree 3 to a degree 4 changing to 615 pts/Grade 9.

The Committee did not review the Land Use or the Facility Directors job descriptions.

The Committee reviewed what remaining positions needed review and the next steps of the process. The Committee will begin to develop a new salary grid over the next few meetings.

The group set aggressive February meeting targets given the need to prepare for the presentation to the Select Board; Targeted: January 31 - Wednesday; February 7 - Wednesday, February 12 - Monday

**Public Comment**

There were no comments from the public or the committee

The next meeting will be January 31, 2024, at 5:00pm, location to be determined

W. Bertrand made a motion to adjourn the meeting at 6:57pm

Second: S. Andrews

Roll Call Vote: All in Favor