

# *Town of Lunenburg*

**Personnel Committee:**

Scott Chase, Vice-Chairman  
Lin Vickery, Secretary  
Deb Christen, Member  
Nancy Forest, Member



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## **PERSONNEL COMMITTEE MEETING AGENDA**

Date: Thursday, March 3, 2016

Time: 6:30 p.m.

Location: Lunenburg Public Library

### **AGENDA**

Call to Order

Ongoing Business

1. Personnel Action Forms
2. Public Comment
3. Review/Approval of Previous Meeting Minutes from December meeting
4. Discussion of SAP grid (COLA)

Current Business

1. Discuss policies, employee handbook and sexual harassment training with Kerry
2. Scott will present findings regarding his review of talent bank forms and explore performance review form templates
3. Discuss DPW Director grade in comparison with market analysis data, compensation analysis and job descriptions (Nancy prepared) with Kerry

Other Business

Adjourn