

June 2, 2011

PERSONNEL COMMITTEE MEETING MINUTES

At 6:07 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, and Deborah Christen. Also present was Laura Williams (Selectmen's office). Absent was Doreen Noble.

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On-going Business:

JUL - 7 2011

1. Public Comment: None.

LUNENBURG TOWN  
CLEARANCE OFFICE

2. Personnel Actions to Review and Approve: The following personnel actions effective July 1, 2011:

Fire Department – Firefighter/EMT – Grade 9:

Seth Bernatchez, Step 1, 18.43/hour; Jason Boyle, Step 6, 21.37/hour; Joseph Cardone, Step 6, 21.37/hour; Gregory Dik, Step 1, 18.43/hour; Kyle Forrest, Step 1, 18.43/hour; Daniel Gould, Step 3, 19.55/hour; Patrick Hakey, Step 6, 21.37/hour; Michael Hargraves, Step 1, 18.43/hour; Richard Howard, Step 1, 18.43/hour; Kristopher Klein, Step 3, 19.55/hour; Christos Lekaditis, Step 1, 18.43/hour; Peter Lekaditis, Step 1, 18.43/hour; Charles Lowe, Step 1, 18.43/hour; Ryan Major, Step 1, 18.43/hour; Lori Roach, Step 1, 18.43/hour; Sean Roy, Step 1, 18.43/hour; Charles Sampson, Step 6, 21.37/hour; Jamieson Shea, Step 1, 18.43/hour; Robert Szocik, Step 1, 18.43/hour; and Thomas Wilson, Step 1, 18.43/hour.

Fire Department – Firefighter – Grade 7:

Austin Flagg, Step 4, 16.95/hour; Matthew Glenny, Step 7, 18.52/hour; Eric Martineau, Step 5, 17.46/hour; Shawn McKenna, Step 4, 16.95/hour; Alexander Mullin, Step 4, 16.95/hour; and Timothy Paton, Step 7, 18.52/hour.

Fire Department:

Mark Bursch, Firefighter/EMT/Lt., Grade 10, Step 3, 21.31/hour; Kristen Hirsch, EMT, Grade 7, Step 3, 16.46/hour; Erin Howard, EMT, Grade 7, Step 5, 17.46/hour; Kelly Newton, EMT, Grade 7, Step 3, 16.46/hour; and Amanda Peterson, EMT, Grade 7, Step 3, 16.46/hour.

Selectmen's Office:

Linda Douglas, Administrative Assistant, Grade 8, Step 2, 17.94/hour.

Council on Aging:

Doreen Noble, COA Director, Grade 11, Step 4, 23.93/hour; and Ruth Swiecicki, Meal Site Manager, Grade 3, Step 1, 10.99/hour.

Building Department:

Michael Savageeau, Building Inspector, Grade 14, Step 5, 31.92/hour.

Technology Department:

Nancy Strom, IT Director, Grade 15, Step 3, 32.79/hour.

Treasurer's Office:

Jeffrey Ugalde, Treasurer-Collector, Grade 14, Step 3, 30.09/hour.

There were several personnel actions that had problems; the Chair will contact the Council Aging in regards to Faith Anderson (wrong grade) and Christina McCarthy (wrong rate); the EMT-1 paramedic position (Karen Weller) was missing the grade – should be at grade 9; PACC coordinator (JoAnn McLaughlin) was missing the classification – should be at grade 8; several Emergency Services Dispatchers (Melissa Hippler, Richard Howard, and Janet O'Loughlin) were missing the classification – should be at grade 7.

3. Personnel Change/Hiring Notifications: The following New Hire was received from the Fire Department:

Thomas J. McCormack, Firefighter, Grade 16, Step 1, 15.79/hour effective 5/2/11 to be changed to Firefighter, Grade 7, Step 2, 15.98/hour effective 7/1/11.

Chair will check with the Town Manager concerning Fire Department New Hires – some not signed by the Town Manager.

4. Review of Previous Meeting Minutes: Minutes of May 2, 2011 (William 1<sup>st</sup>, Deb 2<sup>nd</sup>) meeting were approved.

Current Business:

1. Job Description Format Project: On hold until next meeting.
2. Discussion on, Review of Progress and Assignments of LPC Initiatives: Chair spent two days training for the Town's new website conversion.
3. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, Changes to LPC website, and Next Meeting Agenda.

The next scheduled meeting will be on July 7, 2011 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1<sup>st</sup>, William 2<sup>nd</sup>) at 7:04 p.m.

Respectfully submitted,

  
Deborah Christen, Secretary