

July 7, 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 Town Manager Kerri Speidel and Laura Williams (Selectmen's office). It was noted that Doreen Noble has resigned from the Personnel Committee.

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: After discussion the LPC approved changing adding Library Assistant at Grade 5 to the Salary Administration Plan (William 1st, Deb 2nd). The position of Library Assistant (Grade 5) and PACC Coordinator (Grade 8) will be on the warrant for approval at the next Annual Town Meeting. It is noted that the Step Rate for Linda Douglas (Selectmen's Office) should have been Step 3, 17.94/hour, not Step 2, 17.94/hour has listed in the June 2, 2011 LPC minutes. The following personnel actions were approved effective July 1, 2011:

Library – Library Page – Grade 1:

Jillian Fluett, Step 1, 9.25/hour; and Alexandra Widstrand, Step 1, 9.25/hour.

Library – Library Assistant – Grade 5:

Bonnie Buckingham Stone, Step 2, 13.45/hour; Deborah Shields, Step 2, 13.45/hour; and Sherri Freeman, Step 1, 13.06/hour.

Fire Department – EMT- I – Grade 9:

Melissa Hippler, Step 6, 21.37/hour; and Karen Weller, Step 1, 18.43/hour.

Fire Department – Emergency Services Dispatcher – Grade 7:

Melissa Hippler, Step 1, 15.51/hour; and Richard Howard, Step 1, 15.51/hour.

Fire Department – Firefighter – Grade 7:

James Hamilton, Step 7, 18.52/hour.

Fire Department:

Patrick Sullivan, Firefighter/EMT/Deputy Chief, Grade 12, Step 1, 23.87/hour; Richard Hyatt, Firefighter/EMT/Captain, Grade 11, Step 1, 21.90/hour; and Lori Roach, Firefighter/EMT, Grade 9, Step 1, 18.43/hour.

PACC:

JoAnn McLaughlin, PACC Coordinator, Grade 8, Step 3, 17.94/hour.

Council on Aging:

Faith Anderson, Outreach Coordinator, Grade 6, Step 3, 15.10/hour; and Christina McCarthy, Meal Site Manager, Grade 3, Step 2, 11.32/hour.

There were several Fire Department personnel missing salary adjustments for the current fiscal year (Robert Guinard and Christos Lekaditis – Dispatcher, Ian Reynolds and Richard Bishop – On Call EMT, Eric Parsons and Alexander Cloutier – On Call Firefighter) – Town Manager will check into this. Also the Town Manager will look into a Termination form for the next scheduled meeting of the LPC.

3. Personnel Change/Hiring Notifications: None.
4. Review of Previous Meeting Minutes: Minutes of June 2, 2011 (William 1st, Deb 2nd) meeting were approved.

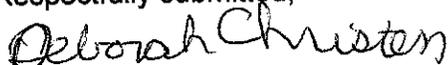
Current Business:

1. Job Description Format Project: After discussion, the LPC accepts the Town Manager's proposal to have a consultant assist in the job description project (William 1st, Deb 2nd). Town Manager will have information available for the September meeting.

2. Discussion on, Review of Progress and Assignments of LPC Initiatives: No action.
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 August meeting is cancelled. The next scheduled meeting will be on September 1, 2011 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (William 1st, Deb 2nd) at 6:58 p.m.

Respectfully submitted,



Deborah Christen, Secretary

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