

April 8, 2010

PERSONNEL COMMITTEE MEETING MINUTES

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, and Deborah Christen. Absent were Mary Gould and Dawn Cacciotti. The April 1, 2010 scheduled meeting was cancelled.

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: A new hire was received from the Fire Department – Janet Flahive – as a “per diem public safety dispatcher”. Chair will return for clarification from Town Manager.
4. Review of Previous Meeting Minutes: The minutes were not available to review.

Current Business:

1. Next Changes for the Salary Admin. Bylaw – Salary Schedule: General discussion and review of workshop meeting with Board of Selectmen and Town Manager on April 6, 2010 where Chair shared proposed New Salary Schedule for changes to Salary Administration Plan.
2. Job Description Format, Project: Dawn was not at meeting, passed over.
3. Discussion on and Review of Progress on LPC Initiatives: Chair shared updated version of Calendar of Events; William will post as preliminary draft on the website.
4. Next Meeting Agenda: a meeting prior to the Annual Town Meeting will be held on April 29, 2010 with the following agenda: 1. Public Comment, 1. S.A.P. Bylaw – Review Article. Next Regularly Scheduled Meeting will be on May 6, 2010 with the following 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, result of Annual Town Meeting article, Calendar of Events, and Next Meeting.

The next scheduled meeting will be on May 6, 2010 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deborah made motion, William seconded) at 6:35 p.m.

Respectfully submitted,

Deborah Christen, Secretary