

January 7, 2010

## PERSONNEL COMMITTEE MEETING MINUTES

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Mary Gould, and Deborah Christen. Dawn Cacciotti was absent. Also present was CAFO/Town Manager K. Speidel.

### On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: were approved:  
Fire Department:  
Matthew Glenny, FF, Grade 16, Merit Min., 17.76/hour, effective 2/1/10,  
Kyle Forrest, FF/EMT, Grade 17, Step 3, 18.01/hour, effective 2/1/10,  
Patrick Sullivan, Deputy Chief, Grade 20, Merit Min., 22.01/hour, effect. 4/1/10,  
Peter Hyatt, Captain, Grade 19, Merit Min., 20.86/hour, effective 4/1/10,  
Christos Lekaditis, FF/EMT, Grade 17, Step 3, 18.01/hour, effective 1/20/10.  
Council on Aging:  
Christine McCarthy, Meal site Mgr, Grade 7, Merit Min, 10.97/hr, effect. 7/25/09.
3. Personnel Change/Hiring Notifications:  
The following Reclassification was approved at the January 7, 2010 meeting:  
Richard Howard, FF/EMT, Grade 17, Step 3, 18.01/hour, effective 10/1/09.
4. Review of Previous Meeting Minutes: The minutes of the December 8, 2009 meeting were reviewed and approved (William made motion, Mary seconded). It is noted that the reclassification for Richard Howard (Fire Dept.) was omitted from the 1/7/10 minutes and added to the 1/7/10 meeting minutes.

### Current Business:

1. Job Description Format: Dawn was unable to be at this meeting; however, the Chair informed the P.C. that Dawn will be meeting with the CAFO/Town Manager about the job description format project to review at the next meeting.
2. Next Changes for the S.A.P. Bylaw – Salary Schedule: After a general discussion with the CAFO/Town Manager, who would also like the P.C. to possibly scale back the sick leave buyout benefit; Chair and William will work on finalizing the P.C.'s preliminary package that includes changing the Grade/Step Range using data from comparable towns.
3. Discussion on and Review of Progress on LPC Initiatives: Tabled until next meeting.
4. 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, Changes to Bylaw – Salary Schedule, Calendar, and Next Meeting.

The next scheduled meeting will be on February 4, 2010 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned at 7:05 p.m. (William made motion, Deborah seconded).

Respectfully submitted,

Deborah Christen, Secretary