

June 10, 2010

PERSONNEL COMMITTEE MEETING MINUTES

At 6:02 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, Dawn Cacciotti, and Deborah Christen. Absent was William Murray. Also present were Town Manager Kerri Speidel and Barbara LeFebvre (Sewer Department). June 3, 2010 meeting was cancelled.

On-going Business:

1. Public Comment: Barbara told the P.C. that she was there to answer any questions about her request.
2. Personnel Actions to Review and Approve: The following actions were reviewed and approved: Fire Department: Tom Wilson, Firefighter/EMT, Grade 17, Step 2, 17.32/hour, effective 6/1/10; Austin Flagg, Firefighter, Grade 16, Step 2, 16.42/hour, effective 6/1/10; Peter Lekaditis, Firefighter, Grade 16, Step 2, 16.42/hour, effective 6/1/10; Ryan Major, Firefighter, Grade 16, Step 2, 16.42/hour, effective 6/1/10.
3. Personnel Change/Hiring Notifications: A new hire (above Step 1) was received and approved from the Fire Department – Janet Flahive, Per Diem Public Safety Dispatch, Grade 12, Step 3, 13.78/hour, effective 3/15/10.
4. Review of Previous Meeting Minutes: Passed over.

Current Business:

1. Salary Increases for FY 2010 – Chair explained how the changes approved at the Annual Town Meeting on May 1, 2010 will be effective July 1, 2011. Town Manager was concerned that the Building Inspector's last salary increase was in 2007 as he is currently over the maximum for his grade level and that he receives compensation for the use of his own vehicle (was \$150/month, currently \$250 to \$300/month). Building Inspector is asking for consideration for an increase – Town Manager was told that Personnel Committee would consider a personal rate request given by Town Manager for Building Inspector. Barbara reported to the P.C. that she was never under a contract, but not under the Salary Administration Plan either. Chair explained how the P.C. went about the process of the new changes to the S.A.P. reiterating that it was not the responsibility of the P.C. to assign grades, steps, etc. – that it is the responsibility of the Department Head and Town Manager to determine grades, step rates, etc. and the responsibility of the P.C. to ensure that the S.A.P. Bylaw is being followed. Barbara was hired by the Sewer Department in February 2008. Town Manager will make an adjustment to this position and this position will become part of the S.A.P. effective 7/1/11.
2. Job Description Format, Project: Town Manager reports it is almost ready, should have it done for the next meeting. Chair asked Town Manager who is now responsible for Human Resources functions – Payroll is now responsible for maintaining the S.A.P. employee actions, Town Manager spoke to Karen Weller about Employee Representative, but needs to send out request to other employees.
3. Review of Progress on LPC Initiatives: Passed over.
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 Employee Representative, Job Description Format, Review LPC initiatives for 2011, and Next Meeting Agenda.

The next scheduled meeting will be on July 1, 2010 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb made motion, Dawn seconded) at 7:02 p.m.

Respectfully submitted,

Deborah Christen, Secretary

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