

December 8, 2009

## 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 arrived later. Also present was CAFO/Town Manager K. Speidel.

### On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: The Chair expressed concern that the P.C. handles these merit increases carefully and cautiously. The CAFO/Town Manager voiced concern that these employees under the Salary Administration Plan (SAP) did receive increases the past year. Chair would like to meet with the Board of Selectmen. As Tuesdays are difficult for the CAFO to meet with the P.C., the first Thursday of the month was agreed upon and the Chair will check for the availability of building and times. The following 4% merit increases were approved:

#### Fire Department:

Brian LeBlanc, FF/EMT, Grade 17, 20.68/hour, effective 7/1/09,  
Pat Hakey, FF/EMT, Grade 17, 20.68/hour, effective 7/1/09,  
Joseph Cardone, FF/EMT, Grade 17, 20.68/hour, effective 7/1/09,  
Jason Boyle, FF/EMT, Grade 17, 20.68/hour, effective 7/1/09,  
Charlie Sampson, FF/EMT, Grade 17, 20.68/hour, effective 7/1/09,  
Melissa Racine, FF/EMT, Grade 17, 20.68/hour, effective 7/1/09,  
Mark Bursch, Lt., Grade 18, 20.76/hour, effective 7/1/09

#### Selectmen:

Linda Douglas, Admin. Asst., Grade 13, 17.28/hour, effective 7/1/09,

#### Accountant:

Mary Gould (also Selectmen), Head Clerk, Grade 12, 17.90/hr, effect.7/1/09,  
Donna Mayer, Payroll Coordinator, Grade 17, 20.07/hour effective 7/1/09,

#### Council on Aging:

Doreen Nobel, Director, Grade 18, 20.91/hour, effective 7/1/09.

### 3) Personnel Change/Hiring Notifications:

The following Reclassifications were approved:

Sean Roy, Fire Dept., FF/EMT, Grade 17, Step 1, 16.66/hour, effective 12/19/09,  
Sean McKenna, FF/EMT, Grade 17, Step 1, 16.66/hour, effective 10/1/09.

The following New Hires (from Fire Dept.) were received:

Peter Lekaditis, FF, Grade 16, Step 1, 15.79/hour, effective 6/1/09,  
Ryan Major, FF, Grade 16, Step 1, 15.79/hour, effective 6/1/09,  
Austin Flagg, FF, Grade 16, Step 1, 15.79/hour, effective 6/1/09,

The following New Hires above Min.(from CAFO) were approved:

Jeffrey P. Ugalde, Treasurer/Collector, Grade 19, merit, 28.85/hr effect 9/28/09,  
Nancy Strom, Network Admin., Grade 25, merit, 31.25/hour effective 9/14/09.

The following Termination (from CAFO) was received:

- Julie Dell'anna, Treasurer/Collector, effective 6/30/09 (Not reappointed)
4. Review of Previous Meeting Minutes: The minutes of the October 13, 2009 meeting were reviewed and approved (William made motion, Dawn seconded); the minutes of the November 24, 2009 meeting were reviewed and approved (Dawn made motion, William seconded).

Current Business:

1. Job Description Format: CAFO/Town Manager will give P.C. more information for the next meeting.
2. Article submitted for salary increases: Review of article for salary increases, informing members not at the Special Town Meeting about the discussion and vote at STM – article was passed (Finance Comm. and Board of Selectmen did not recommend approval).
3. Process for On-Call Firefighter EMT Stipend: The process was approved by the P.C. (Mary made motion, William seconded) for EMT Recertification Stipend.
4. Discussion on and Review of Progress on LPC Initiatives: The new meeting schedule will be on the first Thursday at 6:00 p.m. beginning 1/7/10. Deb sent calendar to Chair – Chair will review and add to calendar to present at the next meeting.
5. 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 January 7, 2010 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned at 6:58 p.m. (William made motion, Mary seconded).

Respectfully submitted,

Deborah Christen, Secretary