

October 4, 2012

APR 08 2013

PERSONNEL COMMITTEE MEETING MINUTES

LUNENBURG TOWN
CLERK OFFICE

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, Nancy Forest, and Deborah Christen. Also present was the Town Manager, Kerri Speidel.

On-going Business:

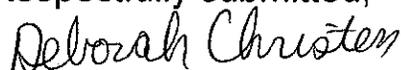
1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: New Hire – Shelley McCaie, Treasurer/Collector, Grade 14, Step 5, 31.92/hour, effective 10/7/12.
4. Review of Previous Meeting Minutes: Minutes of September 6, 2012 (Nancy 1st, Deb 2nd) meeting were approved.

Current Business:

1. Administrative Order: Reviewed draft form for Admin. Order #1, will be waiting for Town Meeting articles to be opened. Town Manager will send notice to Chair.
2. Discussion on LPC Initiatives 2012: Passed over.
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 Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, and Next Meeting Agenda.

The next scheduled meeting will be on November 1, 2012 at 5:45 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, Nancy 2nd) at 6:12 p.m.

Respectfully submitted,



Deborah Christen, Secretary