

Town of Lunenburg

Personnel Committee:
Cheryl Valera, Chairman
Scott Chase, Vice-Chairman
Lin Vickery, Secretary
Deb Christen, Member
Nancy Forest, Member



17 Main Street, P.O. Box 135
Lunenburg, MA 01462-0135
978.582.4139
FAX 978.582.4148

Minutes December 3, 2015

Meeting Posted: Yes
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA
Present: Cheryl Valera, Lin Vickery, Scott Chase, Nancy Forest, Deb Christen, Sherri Freeman, and Jamie Toale
Absent:

1. Cheryl Valera, Committee Chair, called meeting to order at 6:33 p.m. Reviewed minutes of October 26th meeting. Minutes were approved. Lin will send to Town Clerk for publication.
2. Old Business
3. Public Comment
 - a. Sherri Freeman was in attendance and mentioned that the Town website needs updating and if the Personnel Committee members could be listed. She also mentioned asked if there was an employee handbook. Nancy said there was no formal handbook, that policies were approved by Town Counsel and Kerry would be the one presenting the policies to the BOS. However, all new hires are given standard policies when they start, i.e. IT, ADA, and Sexual Harassment. Scott asked if there was any Sexual Harassment training and who handles complaints. Nancy stated that training is due and Kerry handles complaints. Scott motioned that we table further discussion on this topic to a date when Kerry, Town Manager, could attend a Personnel Committee meeting for a more comprehensive discussion. All agreed.
4. Agenda Items:
 - a. Advice Package – We discussed that we would review and make recommendations to the salary grid, discuss with Kerry, present to FinComm and BOS before it is presented to annual Town meeting in May. When the SAP was presented at the Special Town Meeting on November 16th, the salary grid was attached even though the Personnel Committee did not intend for it to be attached. Cheryl stated at that meeting that the Personnel Committee did not change the salary grid. Nancy mentioned that there were 13 rates that were incorrect and we needed to prepare an administrative order to make the corrections. We need to change back to the previous version of May 1, 2010. The administrative order was prepared at our meeting and Deb agreed to file the administrative order with the Town Clerk.
 - b. Discussed reviewing the talent bank forms and recruiting process for people who are interested in joining town committees and in particular the Personnel Committee. In addition, we spoke briefly about performance review forms. Nancy stated that the payroll system she is using has the capability of customizing performance review templates. The DPW came up with their own performance review form. Scott volunteered to take this action item and will present at the next Personnel Committee Meeting January 7, 2016.
 - c. Discussed the Director of DPW position's salary grade. Nancy mentioned that this position had a contract but because of Mass General Law it did not qualify as a position that required a contract and the position was moved to the SAP. Nancy felt this position's grade needs to be reviewed. She presented compensation data she gathered for similar position in surround towns. This led to a discussion on a compensation analysis. Nancy spoke with department managers and has written job descriptions for each job and presented them to Kerry for her review. Scott motioned to table this to a Personnel

Committee where Kerry can attend in order to have a more comprehensive discussion.

- d. Personnel Action Forms
 - i. There were no forms to sign
5. Lin requested that the 2016 Personnel Committee Meeting dates be set. The 2016 meeting dates are as follows:
 - a. Jan 7, Feb 4, Mar 3, Apr 7, May 5, Jun 2, Jul 7, Aug 4, Sept 8, Oct 6, Nov 3, and Dec 1.
 - b. Sherri Freeman made a suggestion that we book our meetings in advance with the Library so we could secure the room needed for the meetings.
6. January 2016 Personnel Committee meeting agenda items are:
 - a. Discuss policies, employee handbook and sexual harassment training with Kerry
 - b. Scott will present findings regarding his review of talent bank forms and explore performance review form templates
 - c. Discuss DPW Director grade in comparison with market analysis data, compensation analysis and job descriptions (Nancy prepared) with Kerry
 - d. Personnel Action Forms
7. Adjournment: Deb motioned to adjourn the meeting; Lin seconded the motion, and the committee voted 5-0 to adjourn at 7:37 p.m.

Minutes respectfully submitted on December 4, 2015, by Lin Vickery