

Lunenburg Personnel Committee – Report to the Town for CY 2009

The Lunenburg Personnel Committee (LPC) met regularly over the 2009 calendar year. Current committee assignments are Chair – Robert Rand, Vice Chair – William Murray, Secretary – Deborah Christen, Employee Representative and Member – Mary Gould and new Member Dawn Cacciotti. For 2009, the committee established 6:00 PM, on the 4th Tuesday of every month as the regular meeting schedule. For calendar year 2010 the committee will meet on the 1st Thursday of every month. Meetings are scheduled to be held at the Town Library, usually in the conference room.

During 2009, the LPC reviewed and approved all personnel actions placed before them. As a result of improved forms and processes that are now documented, almost all actions were approved per plan and on schedule. The LPC also placed an article in the fall town warrant to provide for increases to those town employees, falling under the Salary Administration Plan(SAP), that would not be receiving increases otherwise. The article was approved and has been implemented. As a follow-up to that article, the LPC is working hard to develop changes to the SAP bylaw that would include a major revamp of the Salary Schedule contained within the bylaw as well as some benefit changes.

Over time, differences in compensation and benefits between employees governed by the bylaw and those under union contract have widened. There are also substantial differences in pay and pay ranges utilized in comparative towns versus the SAP Salary Schedule. The LPC is working on an article for the annual town meeting that would work towards minimizing some of those differences.

The LPC, working with the Town Manager, initiated a project to standardize the format of job descriptions that are on file at the town hall. Differences in format between job descriptions and obsolescence of some of the content suggested the need for a project to correct that. This project is underway with initial template and input forms proposed.

The LPC members continue to review opportunities to make improvements where necessary and possible to the governing bylaw and general processes involved. The LPC maintains a list of initiatives which we believe will make the committee more effective in supporting the Selectmen, the Town Manager, and the Town Departments. These can be found under the Lunenburg Personnel Committee webpage.