

June 6, 2012

PERSONNEL COMMITTEE MEETING MINUTES

At 5:45 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray and Deborah Christen. Town Manager was also present.

On-Going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: The following personnel actions were approved effective July 1, 2012: Council on Aging – Ruth Swiecicki, Meals Site Manager, Grade 3, Step 2, 11.32/hour; Christina McCarthy, Meals Site Manager, Grade 3, Step 3, 11.66/hour. Library – Deborah Shields, Library Asst., Grade 5, Step 3, 13.85/hour; Sherri Freeman, Library Asst., Grade 5, Step 2, 13.45/hour; Alexandra Widstrand, Library Page, Grade 1, Step 2, 9.53/hour; Jillian Fluet, Library Page, Grade 1, Step 2, 9.53/hour. Planning Board – Marion Benson, Planning Director, Grade 13, Step 2, 26.80/hour. Chair and Town Manager met over the Personnel Actions concerning the new grid – questions regarding the step increase every year (language “occurring on the successful completion after ___ years of employment” is confusing and not clear). Administrative Order 2012-#1 (William 1st, Deborah 2nd) to clarify meaning is as follows: Delete Steps 2 thru 8 and replace with:

Movement on Step 1 thru Step 3 should occur on an annual basis. Movement to Step 4 and to each subsequent step should occur every two years.
3. Personnel Change/Hiring Notifications: New Hire – Fire Dept., Eric J. Burse, Firefighter, Grade 7, Step 1, 15.51/hour, effective 5/21/12.
4. Review of previous Meeting Minutes: The minutes of April 5, 2012 (William 1st, Deborah 2nd) and May 23, 2012 (William 1st, Deborah 2nd) were reviewed and approved.

Current Business:

1. 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 2012, and Next Meeting Agenda.

The next scheduled meeting will be at the Lunenburg Public Library when a quorum is available. The meeting adjourned (William 1st, Deborah 2nd) at 6:25 p.m.

Respectfully submitted,



Deborah Christen, Secretary