

APR 08 2013

LUNENBURG TOWN
CLERK OFFICE

September 6, 2012

PERSONNEL COMMITTEE MEETING MINUTES

At 6:00 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, Nancy Forest (new employee representative), and Deborah Christen.

On-Going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: The following Step Rates were approved effective July 1, 2012:
 - a. Fire Dept. – Peter Hyatt, Captain, Grade 11, Step 2, 22.56/hour; Alexander Cloutier, Firefighter, Grade 7, Step 3, 16.46/hour; Darrell Demers, EMT-Intermediate, Grade 9, Step 2, 18.98/hour; Christos Lekaditis, Firefighter/EMT, Grade 9, Step 2, 18.98/hour; Chuck Low, FF/EMT, Grade 9, Step 2, 18.98/hour; Peter Lekaditis, FF/EMT, Grade 9, Step 2, 18.98/hour; Ryan Major, FF/EMT, Grade 9, Step 2, 18.98/hour; Lori Roach, EMT-I, Grade 9, Step 2, 18.98/hour; Sean Roy, FF/EMT, Grade 9, Step 2, 18.98/hour; Jamieson Shea, FF/EMT, Grade 9, Step 2, 18.98/hour; Thomas Wilson, FF/EMT, Grade 9, Step 2, 18.98/hour; Robert Szocik, FF/EMT, Grade 9, Step 2, 18.98/hour; Ian Reynolds, EMT, Grade 7, Step 3, 16.46/hour; Thomas McCormack, Firefighter, Grade 7, Step 3, 16.46/hour; Gregory Dik, FF/EMT, Grade 9, Step 2, 18.98/hour; Richard Bishop, EMT, Grade 7, Step 2, 16.46/hour.
 - b. Radio Watch – Melissa Hippler, Dispatcher, Grade 7, Step 2, 15.98/hour.
 - c. Council on Aging – Doreen Noble, COA Director, Grade 11, Step 5, 24.65/hour.
3. Personnel Change/Hiring Notifications: New Hire – Fire, Kevin Martin, Firefighter-EMT1, Grade 9, Step 1, 18.43/hour, effective 8/27/12. Reclassification – Fire Dept., Peter Hyatt, Promotion to Deputy Chief, Grade 12, Step 1, 23.87/hour, effective 8/1/12; Austin Flagg, to FF/EMT, Grade 9, Step 1, 18.43/hour, effective 7/1/12; Matt Glenny, to FF/EMT, Grade 9, Step 2, 18.98/hour, effective 7/1/12. Reclassification to S.A.P – DPW, Jack Rodriquenz, DPW Director, Grade 16, Step 7, 40.23/hour, effective 7/1/12.
4. Review of Previous Meeting Minutes: The minutes of the June 6, 2012 meeting were reviewed and approved (Deborah 1st, Robert 2nd).

Current Business:

1. Election of Officers: The following officers were elected unanimously:

- a. Chairman – Robert Rand (Deborah 1st, Nancy 2nd)
 - b. Vice-Chair – Nancy Forest (Robert 1st, Deborah 2nd)
 - c. Secretary – Deborah Christen (Nancy 1st, Robert 2nd)
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2. Chair will create a draft concerning Administrative order #1 for the next Town Meeting.
 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 of article draft (Admin. Order #1), Discussion on Review of Progress and Assignments of LPC Initiatives for 2012, and Next Meeting Agenda.

The next scheduled meeting will be on October 4, 2012 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Nancy 1st, Robert 2nd) at 6:33 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Deborah Christen".

Deborah Christen, Secretary