

January 3, 2013

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: Library – Marabeth Balboni, Library Asst., Grade 5, Step 2, 13.45/hour, effective 2/15/13; Fire Dept. – Karen Weller, Public Safety Coordinator, Grade 10, Step 2, 20.69/hour, effective 2/1/13.
3. Personnel Change/Hiring Notifications: New Hire – Library, Jeffrey Dike, Jr. Library Asst., Grade 1, Step 1, 9.25/hour, effective 12/3/12. New Hire Above Min. – IT Dept., Steve Malandrinos, Grade 15, Step 4, 33.78/hour, effective 12/11/12.
4. Review of Previous Meeting Minutes:

Current Business:

1. Annual Town Report: Chair will have draft of LPC town report for the next meeting. Also, Admin. Order #1, Town Manager will submit this article when the Annual Town Meeting articles are opened.
2. 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 February 7, 2013 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, Nancy 2nd) at 6:12 p.m.

Respectfully submitted,



Deborah Christen, Secretary