

April 4, 2013

PERSONNEL COMMITTEE MEETING MINUTES

At 6:05 p.m., the Chair called the meeting to order. Present were Chair Robert Rand, Nancy Forest, and Deborah Christen.

On-going Business:

1. Public Comment: None
2. Personnel Actions to Review and Approve: Accounting Dept. – Nancy Forest, Payroll Coordinator, Grade 10, Step 2, 20.69/hour, effective 4/1/13.
3. Personnel Change/Hiring Notifications: Fire Dept. – Andrew Burr, Firefighter, Grade 7, Step 1, 15.51/hour, effective 3/25/13; Andrew Duquette, Firefighter, Grade 7, Step 1, 15.51/hour, effective 1/17/13.
4. Review of Previous Meeting Minutes: The minutes of the October 4, 2012 and January 3, 2013 meetings were reviewed and accepted (Nancy 1<sup>st</sup>, Deb 2<sup>nd</sup>).

Current Business:

1. Discussion on, Review of LPC Initiatives: Chair will put together a By-Law change for (next Town Meeting) to reduce the LPC from five (5) members to three (3) members and make a quorum of two (2) members. General discussion of areas of concern in the S.A.P. (Salary Admin. Plan) – change in full-time employees hours with the longer hours on Thursday and the closing of the building on Fridays – benefit questions in regards to holiday, vacation, sick, and personal time – looking to make clarifications in these areas. Chair will meet with Town Manager (K. Speidel) regarding these clarifications. Also discussion about the payroll grid (original in 2010 – now 3 years old) – do we need to make adjustments using COLA and step rates for employees under the S.A.P. Karen Weller had a question about reimbursement for EMT recertification. Per Chair, the information is on the LPC website and gave Nancy a copy of the page to share with Karen.
2. Next Meeting Agenda: On-going Business: Public Comment, Personnel Actions to Review and Approve, Personnel Changes/Hiring Notifications, Review of Previous Minutes; Current Business: By-Law change proposal, Discussion on, Review of LPC Initiatives, and Next Meeting Agenda.

The next scheduled meeting will be on May 9, 2013 at the Lunenburg Public Library. Meeting adjourned at 7:26 p.m. (Deb 1<sup>st</sup>, Nancy 2<sup>nd</sup>).

Respectfully submitted,



Deborah Christen, Secretary