

June 6, 2013

PERSONNEL COMMITTEE MEETING MINUTES

At 6:02 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: The following steps were approved effective July 1, 2013: **Fire Dept.**, Kristen Hirsch, EMT, Grade 7, Step 4, 16.95/hour; Kelly Collins, EMT, Grade 7, Step 4, 16.95/hour. **Library**, Alexandra Widstrand, Library Page, Grade 1, Step 3, 9.81/hour; Sherri Freeman, Library Asst., Grade 5, Step 3, 13.85/hour. **Council on Aging**, Doreen Noble, COA Director, Grade 11, Step 6, 25.39/hour; Faith Anderson, Outreach Worker, Grade 6, Step 4, 15.55/hour. **Sewer Comm.**, Barbara Lefebvre, Sewer Business Manager, Grade 11, Step 4, 23.93/hour. **Planning Board**, Marion Benson, Planning Director, Grade 13, Step 3, 27.60/hour. **Selectmen**, Linda Douglas, Admin. Asst., Grade 8, Step 4, 18.48/hour. **PACC**, Jo McLaughlin PACC Coordinator, Grade 8, Step 4, 18.48/hour. **Building Dept.**, Michael Sauvageau, Building Inspector, Grade 14, Step 6, 32.88/hour. The following steps were also approved: **Fire Dept.**, Kevin Martin, EMT-I, Grade 9, Step 2, 18.98/hour, effective August 27, 2013; Shawn McKenna, Lieutenant, Grade 10, Step 2, 20.69/hour, effective August 30, 2013.
3. Personnel Change/Hiring Notifications: The following reclassification was approved effective June 1, 2013: **Accounting Dept.**, Nancy Forest, to PR Coordinator, Grade 10, Step 5, 22.61/hour.
4. Review of Previous Meeting Minutes: Minutes of May 9, 2013 (Nancy 1st, Deb 2nd) meeting were approved.

Current Business:

1. Proposed Change to Salary Administration Plan – Discussion of language in the SAP regarding hours of compensation for sick, vacation, personal time, and holiday benefits for full-time and part-time employees – clarifying the definition of full-time and part-time employees. Chair will work on language change to be discussed at a future meeting.
2. Discussion on LPC Initiatives: Passed over.
3. Next Meeting Agenda: Standard On-Going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Meeting Minutes) and Current Business to include: Discussion on, Review of Progress and Assignments of LPC Initiatives for 2013, Proposed change to Salary Administration Plan, and Next Meeting Agenda.

The next scheduled meeting will be on August 1, 2013 at the Lunenburg Public Library at 6:00 p.m. The meeting adjourned (Deb 1st, Nancy 2nd) at 6:45 p.m.

Respectfully submitted,



Deborah Christen, Secretary