

Town of Lunenburg

Personnel Committee:
Cheryl Valera, Chairman
Scott Chase, Vice-Chairman
Lin Vickery, Secretary
Deb Christen, Member
Nancy Forest, Member



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Minutes October 26, 2015

Meeting Posted: Yes
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA
Present: Cheryl Valera, Lin Vickery, Scott Chase, Nancy Forest, Deb Christen and Jamie Toale
Absent:

1. Cheryl Valera, Committee Chair, called meeting to order at 6:32 p.m. Reviewed minutes of September 22nd meeting. Minutes were approved after Lin makes a few spelling corrections. Lin will send to Town Clerk for publication.
2. Old Business
3. Public Comment
 - a. Jamie Toale clarified changes the BOS wanted made to the SAP
4. Agenda Items:
 - a. Reviewed the changes that the BOS and the Finance Committee made to the SAP and approved each change. Changes were made in the following sections: Section 1, 2, 6, 9, 12, 18, 19, 25, 26, 27, 28 and Schedule A. We made one change to the salary schedule.
 - i. Cheryl and Lin will attend the special town meeting on November 16th.
 - ii. Cheryl will contact Kathy Herrick regarding amendment
 - b. Personnel Action Forms
 - i. There were no forms to sign
5. December Personnel Committee meeting agenda items are:
 - a. Discuss the advice package needed for anyone doing a budget
 - b. Discuss recruiting and review application forms
 - c. Discuss DPW Director grade in comparison with market analysis data
 - d. Personnel Action Forms
6. Adjournment: Scott motioned to adjourn the meeting; Deb seconded the motion, and the committee voted 5-0 to adjourn at 7:50 p.m.

Minutes respectfully submitted on November 4, 2015, by Lin Vickery