

October 13, 2009

## PERSONNEL COMMITTEE MEETING MINUTES

At 6:05 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Dawn Cacciotti, and Deborah Christen. Absent was Mary Gould.

### On-going Business:

1. Public Comment: None.
2. Review of Previous Meeting Minutes: Not reviewed at this time, will review at the next meeting.

### Current Business:

1. Merit Increase Article: After discussion, the Personnel Committee voted unanimously to submit an article for the Special Town Meeting to provide a 4% increase to all Town Employees under the Salary Administration Plan that would not be getting a step increase. William made the motion, Dawn seconded, vote unanimous for approval.
2. Job Description Format: Robert and Dawn met with CAFO. Robert will speak to CAFO/Town Manager with questions regarding job description format.
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 Job Description Format and Process for EMT stipend.

The next scheduled meeting will be on October 27, 2009 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Deborah Christen, Secretary