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**OCT 25 2018**

**LUNENBURG TOWN  
CLERK OFFICE**

**Town of Lunenburg  
Personnel Committee**

Minutes: February 13, 2018 meeting

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Attendees:

Scott Chase (Chair)

Dave MacDonald

Erik Arnold (Vice Chair)

Heather Lemieux

Nancy Forest (non voting member)

Susan Doherty (Director of Lunenburg COA)

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Meeting began at 6:00pm with all attendee's present. Sue Andrews was not in attendance.

**Old Business**

Minutes of November 15, 2017 were approved unanimously.

**New Business**

Susan Doherty, Director of the Lunenburg Council on Aging, requested that the Committee approve the following change: that Pauline Roy's designation as "Council on Aging Outreach Worker" (Grade 6) (technically known as "Council on Aging Outreach Counselor" in Schedule A) be reclassified as "Council on Aging Outreach Coordinator" (Grade 7).

This would change Pauline Roy from Grade 6, Step 3 (\$16.75 per hour) to Grade 7 Step 1 (\$17.90 per hour).

Susan Doherty indicated that it was difficult to fill the position in the past year because the pay grade was not as competitive with other towns (Clinton, Lancaster, Pepperell).

The demands for this position are projected to increase as the Lunenburg community ages.

Dave McDonald made a motion to change Pauline Roy to Outreach Coordinator (Grade 7, Step 1) effective July 1, 2018; Erik Arnold seconded the motion. Approved unanimously.

Dave McDonald made a motion to submit an article to town meeting to create the position on the salary schedule of "Council on Aging Outreach Coordinator" (Grade 7) and to retitle the position "Council on Aging Outreach Counselor" (Grade 6) to "Council on Aging Outreach Assistant" (Grade 6). Erik Arnold seconded the motion. Approved unanimously.

The next meeting of the Personnel Committee was scheduled for April 10, 2018 at 5:30pm. Location of the meeting will be the Town Hall, 2<sup>nd</sup> floor conference room.

**Meeting Adjourned 6:41pm**