

Town of Lunenburg

Personnel Committee

Minutes: March 26, 2019 meeting

Lunenburg Library, Conference Room

Attendees:

Dave MacDonald

Sue Andrews

Erik Arnold

Handwritten signatures of Dave MacDonald, Erik Arnold, and Sue Andrews. Erik Arnold's signature is circled in blue ink.

Also Present:

Heather Lemieux, Town Manager

Nancy Forest, Payroll & Benefits Coordinator/Risk Manager

Dave Rogers, Town Resident

Martha Moore, Director, Lunenburg Library

Meeting began at 5:41pm with all attendee's present. Scott Chase was not in attendance.

Old Business

There were no minutes presented for approval from previous committee meeting; no old business topics discussed.

New Business

Library Request - Job Releveling

Martha Moore presented a formal request to reevaluate the position level of one of the library employees. Martha outlined the changes that had taken place over the seven years of this employees tenure at the library, and the increased level of responsibility this employee had taken on both due to other staff departures and her willingness to take on and manage different programs and projects. The committee reviewed the request, discussed the employee relations impact this might have on other employees, the budget considerations and ultimately gained confidence that the request should be approved. The new level and associated pay adjustment would take place July 1, 2019.

Motion by E.Arnold: Approve request to adjust Library employees level and pay as per noted in formal request, effective July 1, 2019.

Second: S. Andrews Vote: All in Favor

General Discussion

Heather outlined the preparation of the article regarding the updating of the Salary Action Plan (SAP) that will be addressed at the Town Meeting May 4, 2019. the Personnel Committee will need to meet in April to review final documents. Two tentative dates were set, April 30, with an alternate of April 22.

There was also discussion on two additional roles that will be presented at the Town Meeting

by the Town Manager as part of the proposed new budget. One was a new role as Director Parks & Recreation. This role would report to the DPW and take on facility/field scheduling, useage payments, beach oversite, and program development. These tasks are currently done by various employees. The second role would be an H.R. Director/Assistant Town Manager. This role would oversee the management of the various collective barganing agreements, leadership of employee salary and benefit surveys and employee relations oversight. It would also be the backup for the town manager. Both these roles are consistant with other towns the size and complexity of Lunenburg. Both are being proposed as Lunenburgs governance continues to become more legislated and encoumbered with regulations in Massachusetts.

Motion by E. Arnold: To adjourn the meeting at 6:51pm

Second: S.Andrews Vote: All in Favor

Meeting Adjourned 6:51pm

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