

**Town of Lunenburg**

**Personnel Committee**

Minutes: April 22, 2019 meeting

Lunenburg Library, Conference Room

Attendees:

Scott Chase (Chair)

Dave MacDonald

Sue Andrews

Erik Arnold

Also Present:

Heather Lemieux, Town Manager

Nancy Forest, Payroll & Benefits Coordinator/Risk Manager

Muir Haman, Director, Lunenburg Library

Dick Mailloux, Chairman Library BOT

Meeting began at 5:30pm with all attendee's present.

**Old Business**

Erik Arnold presented the Minutes of the January 17, 2019 meeting for approval.

Motion by D. MacDonald: Approve the January 17, 2019 minutes as submitted

Second: S. Andrews Vote: All in Favor

Sue Andrews presented the Minutes of the March 26, 2019 meeting for approval

Motion by D. MacDonald: Approve the March 26, 2019 minutes as submitted

Second: E. Arnold Vote: All in Favor

**New Business**

**Library Request - New Hire Pay Level**

Muir Haman, the Lunenburg Library Director, presented a formal request to make an offer to a new Library Assistant which is a Grade 5, in step 7 (\$17.65) rather than step 1 (\$14.77). He outlined the candidates extensive experience and the need to hire applicants with these types of proven skills. The candidate would still be the lowest paid in that role. 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.

Motion by D. MacDonald: Approve request to hire new Library Assistant at Level 5 Step 7.

Second: S. Andrews Vote: All in Favor

**RECEIVED & FILED**

**JUL 25 2019**

**LUNENBURG TOWN  
CLERK OFFICE**

## 2020 Salary Administration Plan Review

The Town Manager presented a proposal for the 2020 SAP Plan for final review. This plan was developed after a formal review was done with nine towns in Massachusetts with similar populations and town management comparability to Lunenburg. This allowed for a review of both job roles specifically as well as treatment of COLA salary actions within these towns. There was also a review of current collective bargaining agreements within Lunenburg to insure that all the towns employees would be treated equitably. These assessments supported that the projected plan for the next three years of the SAP would include a 2% COLA adjustment annually. This adjustment would be represented by increasing the current salary grid, in the salary grades and steps accordingly. The financial impact would be \$20K annually and is budgeted for in the upcoming budget recommendation. The committee reviewed the proposal, the impact to town employees, the budget impact and the comparability to other towns, gaining full confidence that the plan should be supported.

Motion by D. MacDonald: Approve the 2020 Salary Administration Plan as presented, for submission at the Annual Town Meeting May 4, 2019.

Second: S. Chase Vote: All in Favor

Motion by S. Andrews: Adjourn the meeting at 6:18pm

Second: E. Arnold Vote: All in Favor

Meeting Adjourned 6:18pm

*Susan Andrews*