

**Town of Lunenburg**

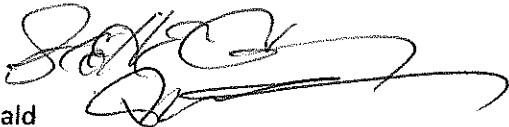
**Personnel Committee**

Minutes: May 3, 2018 meeting

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Attendees:

Scott Chase



Dave MacDonald

Sue Andrews



Heather Lemieux

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Meeting began at 5:30pm with all attendee's present. Eric Arnold was not in attendance.

Old Business

There were no minutes presented for approval from previous committee meeting; general review of previous meetings outcomes, where several positions were reviewed and approved.

New Business

Heather outlined that back in 2015 several changes had been approved to the personnel policy and procedures but the changes had not been formally updated officially, nor implemented. This was recently noted and she reviewed these few adjustments to Section 1 and Section 17. These previously approved changes will be presented at Town Meeting as a notification that they would now be implemented.

There was a general review of the timing of Personnel Committee meetings and the procedures to follow in setting agenda and posting of the notice of such meetings. Meetings would routinely be set up quarterly but called at other times if needed.

Meeting Adjourned 6:15pm

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**JUL 17 2018**

**LUNENBURG TOWN  
CLERK OFFICE**