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LUNENBURG TOWN
CLERK OFFICE

Town of Lunenburg

Personnel Committee

Revised Minutes: July 16, 2018 meeting

Town Hall - meeting room - second floor

Personnel Committee Attendees:

Scott Chase

Dave MacDonald

Sue Andrews

Erik Arnold

Also Present:

Heather Lemieux, Town Manager

Nancy Forest, Payroll & Benefits Coordinator/Risk Manager

Carl Luck

Rhonda Lisio

Meeting called to order at 6:30pm with all attendee's present.

Old Business

Minutes of the May 3, 2018 meeting were presented for approval;

Motion by S. Chase: Approval of May 3, 2018 minutes 2nd: E. Arnold

Vote: All in Favor

New Business

Salary Action Request: Heather outlined a request for a step increase, submitted 6/25/18 by Sue Doherty, Director of the Senior Center. Her request was for Ms. Ricci, who is the newly hired Meal Site Manager. Ms. Ricci started July 2, 2018. The position was a replacement, and was posted as a Grade 3 Step 1: \$12.42PH. Given the broad experience Ms. Ricci had, Ms. Doherty felt the new employee should not be at Step 1. She learned during hiring process that other similar roles in other towns paid more and she felt the increase was justified to insure comparability to similar roles in other towns. There was general discussion regarding any impact this decision might have on other hires. Nancy Forest confirmed there was no impact to others by this action.

Motion by S. Chase: Approval for this new hire to be repositioned as Grade 3 step 3 at \$13.18ph, and the adjustment be retroactive to hire date of July 2, 1018.

General Discussion: The committee determined that the next meeting will be held August 13, 2018 at 6:30pm.

Motion by S. Chase: To adjourn the meeting at 8:15pm

2nd: E. Arnold Vote: All in Favor