

Town of Lunenburg
Personnel Committee

Minutes: March 28, 2022 – Zoom Meeting 5:00pm

Attendees:

Joanna Bilotta, Susan Andrews, Eric Arnold, Wendy Bertrand, Donna Fortune

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director, Nancy Forest, Payroll & Benefits/Risk Manager, Barbara Lefebvre, Sewer Business Manager, Sue Doherty, COA Director

E. Arnold opened the Meeting at 5:10pm with all members in attendance

Public Comment:

There was no public comment from the committee or the public

Approval of Minutes:

Minutes of the March 21, 2022 meeting were reviewed. Two minor administrative errors were noted.

Motion by W. Bertrand to accept and approve the minutes of the March 21, 2022 meeting, amending the administrative errors noted.

Second: D. Fortune

Roll Call Vote: All in Favor

New Business:

New Hire Form – Sue Doherty presented a request to hire a new COA van driver at a higher step in Grade 4. It has been difficult to recruit for this role and a current employee has graciously agreed to stay till this replacement is brought on. The candidate has previous experience as a school bus driver, a good driving record and her recommendation is to bring the candidate in as a Grade 4 STEP 3 \$15.26ph. This is a part time role and the step increase will be equal to the other driver shortly.

Motion by S. Andrews to accept the recommendation of the Director of COA and supported by the HR Director and hire this van driver at Grade 4 step 3.

Second J. Bilotta

Roll Call Vote: All in Favor

Ongoing Business

Review of SAP revisions

The committee did a final review of the revisions of the SAP bylaws. There were some minor administrative adjustments needed in sections 10 and 11. In Section 17 the group reexamined paragraph E which, had, in the original document, a reference for the ability of each employee to be able to take a summer vacation. That paragraph had been changed to eliminate the reference to

this provision. The group discussed this again this evening and decided that the reference had value and provided clarity so should remain as it was noted in the original version.

Motion by E. Arnold to return paragraph E in Section 17 Paid Vacations, back to its original status, supporting that employees should be allowed a summer vacation.

Second: W. Bertrand

Roll Call Vote: All in Favor

There was also a discussion on Section 21 Family and Medical Leave. Legal counsel advised that this was not required to be noted in the SAP by laws as it was a mandated program, and the Town was required to provide all employees a copy of the FMLA Policy. As this policy might change overtime the Select Board is responsible for adopting the policy. The group had taken this advice and deleted the section in our amendments. The group thought that it might be better to just note that a copy of the FMLA was available on the Towns website.

Motion by S. Andrews that we just note in Section 21 FMLA, that a copy of the FMLA Policy is available on the Towns website.

Second: J. Bilotta

Roll Call Vote: All in Favor

This completed the group's review of all the changes proposed and approved for the SAP by laws.

Motion by J. Bilotta to accept the completed SAP by law amendments as noted, and submit the document for final approval at the upcoming Town Meeting.

Second W. Bertrand

Roll Call Vote: All in Favor

Public Comment

The committee members and the public expressed thanks for the effort the committee made in updating this document.

Motion by J. Bilotta to adjourn meeting at 6:21pm

Second: W. Bertrand

Roll Call Vote: All in Favor