

Town of Lunenburg  
Personnel Committee

Minutes: June 15, 2022  
Zoom 5:00pm

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**Attendees:**

Susan Andrews, Wendy Bertrand, Joanna Bilotta

**Also Present:**

Julie Belliveau, Asst. Town Manager/HR Director, Heather Lemieux, Town Manager

J. Bilotta opened the Meeting at 5:01pm with members noted in attendance

**Public Comment:**

There were no comments from committee, nor from the Public

**Approval of Minutes:**

Minutes from last meeting not available

**New Business**

J. Belliveau presented a new position description for Facilities Director. Her recommendation was to place this new role as a grade 16 in the SAP, which would make it comparable to other directors with similar responsibilities. This new role was approved in the fiscal budget and would carve out facilities, grounds and recreation from the DPW with the role reporting to the Town Manager.

Motion by S. Andrews to accept the recommendation of the HR Director.

Second: W. Bertrand

Roll Call Vote: All in Favor

J. Belliveau presented a position description for an Administrative Assistant. She had recently noticed that there was a clerical union Administrative Assistant job description, but not one in the SAP, although the position is in the classification grid and graded at a grade 8.

Motion by S. Andrews to accept the recommendation of the HR Director.

Second W. Bertrand

Roll Call Vote: All in Favor

**Public Comment**

There was no additional public comment

**Next Meeting:**

Not discussed, previously noted it would be July 11, 2022.

Motion by to adjourn meeting at 5:10pm by W. Bertrand

Second: J. Bilotta

Roll Call Vote: All in Favor