

Town of Lunenburg
Personnel Committee

Minutes: July 11, 2022
Zoom 5:00pm

Attendees:

Susan Andrews, Wendy Bertrand, Joanna Bilotta, Donna Fortune

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director, Muir Haman, Director, Library, Barbara Lefebvre, Sewer Business Manager

J. Bilotta opened the Meeting at 5:02pm with members noted in attendance

Public Comment:

There were no comments from committee, nor from the Public

Approval of Minutes:

The minutes of the previous two meetings, June 6, 2022 and June 15, 2022 were presented and reviewed. W. Bertrand was unable to vote as she had not been formally sworn in, so approval of the June 15th minutes were postponed to next meeting.

New Business

J. Belliveau presented a request for new hire approval for a new Library Assistant. M. Haman spoke about the request, and the candidates' previous experience, in his support for the new hire, which will work 19 hours weekly. J. Belliveau proposed the hire be made at a Grade 5 step 3, due to the candidates' experience.

Motion by S. Andrews to accept the recommendation of the HR Director and hire the candidate at Grade 5 step 3

Second: D. Fortune

Roll Call Vote: All in Favor, W. Bertrand abstaining

Public Comment

B. Lefebvre asked for an update on the job description project. J. Belliveau indicated that she had not yet received formal input from the consultants.

Next Meeting:

Proposed the second Monday of the month, August 15th, with meeting beginning at 6:30pm to accommodate member's needs.

Motion by to adjourn meeting at 5:14pm by S. Andrews

Second: D. Fortune

Roll Call Vote: All in Favor, W. Bertrand abstaining