

Town of Lunenburg
Personnel Committee

Minutes: July 25, 2022
Zoom 6:30pm

Attendees:

Susan Andrews, Wendy Bertrand, Joanna Bilotta, Donna Fortune

Not in Attendance: Erik Arnold

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director, Nadia Madden, Conservation Administrator

J. Bilotta opened the Meeting at 6:31pm with members noted in attendance

Public Comment:

There were no comments from committee, nor from the Public

Approval of Minutes:

Minutes of the June 15, 2022 meeting and the July 11, 2022 meeting were reviewed.

Motion by W. Bertrand to accept and approve the minutes of the June 15, 2022 meeting, and the July 11, 2022 meeting as submitted.

Second: J. Bilotta

Roll Call Vote: D. Fortune was not in attendance at June 15, 2022 meeting and abstained from that approval, remaining motion for meetings approved by all in roll call.

New Business

J. Belliveau presented a request for new hire approval for a new Administrative Assistant for the Conservation department. N. Madden, Conservation Administrator, outlined the work the position. Based on the candidates education and experience, J. Belliveau and N. Madden recommend Grade 8, Step 3.

Motion by S. Andrews to accept the recommendation of the HR Director and Conservation Administrator and hire the candidate at Grade 8, step 3

Second: J. Bilotta

Roll Call Vote: All in Favor

Public Comment

There were no comments from committee, nor from the Public

Next Meeting:

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

Adjournment

Motion by to adjourn meeting at 6:45pm by W. Bertrand

Second: D. Fortune

Roll Call Vote: All in Favor