

Town of Lunenburg
Personnel Committee
Minutes: August 15, 2022
Zoom 6:30pm

Attendees:

Erik Arnold, Susan Andrews, Wendy Bertrand, Donna Fortune

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director, Heather Lemieux, Town Manager,
Barbara Lefebvre, Sewer Business Manager,

Absent: Joanna Bilotta

Call to Order:

W. Bertrand opened the Meeting at 6:33pm with members noted in attendance

Public Comment:

There were no comments from committee, nor from the Public

Approval of Minutes:

Minutes of the July 25, 2022 meeting were not available for review.

New Business

J. Belliveau presented a request for new hire approval for a Facilities Director, reporting to the Town Manager. The candidate has 10 years of related experience as a Facilities Director. This is a new role, approved at the recent Town Meeting. The recommendation is to offer Grade 16 Step 6, to support his extensive background.

Motion by S. Andrews to accept the recommendation of the HR Director and hire the candidate at Grade 16 step 6.

Second: E. Arnold

Roll Call Vote: All in Favor

J. Belliveau presented a proposal for the Classification and Compensation Study, we have been exploring. There was only one proposal submitted to her from outside consultants. The outline was reviewed and the committee supported the proposal. The consultant has worked as an Assistant Town Administrator/HR Director previously, and is the owner of the consulting company. She has successfully managed similar projects. J. Belliveau will continue to examine her references. H. Lemieux and J. Belliveau agreed they would explore the town's budget to see if the \$9,300 might be funded from existing accounts. If not, the funding would need Town Meeting approval.

Motion by E. Arnold to move forward with project plan, acquiring references and exploring budget options.

Second: D. Fortune

Roll Call Vote: All in Favor

Public Comment

There were no comments from committee, nor from the Public

Next Meeting:

Proposed the next scheduled meeting be September 12th, with meeting beginning at 6:30pm to accommodate member's needs.

Motion by to adjourn meeting at 6:45pm by S.Andrews

Second: E. Arnold

Roll Call Vote: All in Favor