

Town of Lunenburg
Personnel Committee
Minutes: September 12, 2022
Zoom 6:30pm

Attendees:

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

Also Present:

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

E. Arnold opened the Meeting at 6:37pm with members noted in attendance

Public Comment:

There were no comments from committee, nor from the Public

Approval of Minutes:

Minutes of the September 1, 2022 meeting were presented and reviewed.

Motion by D. Fortune to accept and approve the minutes of the September 1, 2022 meeting as presented

Second: E. Arnold

Roll Call Vote: All in Favor

New Business

J. Belliveau presented a request that a new Administrator IT Job Description to be added to the SAP. This currently will be a part-time role and her recommendation is to place the role in Grade 8 which is comparable to other Administrative Assistant roles in the SAP.

Motion by J. Bilotta to accept the recommendation of the HR Director and add this Administrator IT role into the SAP at Grade 8.

Second: W. Bertrand

Roll Call Vote: All in Favor

J. Belliveau indicated the DPW Directors job description was not yet completed. It will be reviewed at a future meeting.

Public Comment

There were no comments from the Public. J. Bilotta expressed her concern that she did not approve of the outcome of the last Town Meeting, as it related to the updated SAP and our groups recommended changes. She asked if she could address this at the next town meeting. She had not realized that Eric had made the presentation regarding those recommendations at the Town Meeting and spoke to the issues that both the select board and the town attendees had regarding several items. She was also not aware that both Tom Alonzo and Michael-Ray Jeffreys had both communicated with our group after that meeting regarding the quality of the work done and the understanding that the towns voters then had the ability to accept the recommendations or seek alternative recommendations, which they did for a few items. The rest of this committee accepted that the appropriate processes were followed at the town meeting.

Next Meeting:

Proposed the next regular meeting be October 3rd, with meeting beginning at 6:00pm to accommodate member's needs. J. Belliveau expressed she might need a quick approval meeting September 15, 2022, and targeted 5:15pm for that zoom call.

Motion by to adjourn meeting at 7:01pm by S. Andrews

Second: W. Bertrand

Roll Call Vote: All in Favor