

Town of Lunenburg
Personnel Committee
Minutes: September 26, 2022
Zoom 6:00pm

Attendees:

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

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director, Karin Menard, Parks Commission,
Jo McLaughlin PACC Manager

E. Arnold opened the Meeting at 6:02pm with members noted in attendance

Public Comment:

There were no comments from committee, nor from the Public

Approval of Minutes:

Minutes of the September 12, 2022 meeting were presented and reviewed.

Motion by J. Bilotta to accept and approve the minutes of the September 12, 2022 meeting as presented

Second: W. Bertrand

Roll Call Vote: All in Favor

New Business

J. Belliveau presented a request for a revised job description for Production Technician to be updated to the SAP. This role has evolved over time and Jo McLaughlin explained the need for the update to be clarify that more technical skills are required. No change is needed to Grade Level.

Motion by J. Bilotta to accept the recommendation of the HR Director for this updated Production Technician job description.

Second: W. Bertrand

Roll Call Vote: All in Favor

J. Belliveau presented a request for a revised job description for Recreation Director to be updated to the SAP. She explained this was to transfer this position to fall under the Facilities Director. This position previously fell under the DPW Director. No change is needed to Grade Level.

Motion by J. Bilotta to accept the recommendation of the HR Director for this updated Recreation Director job description.

Second: S. Andrews

Roll Call Vote: All in Favor

Public Comment

W. Bertrand expressed concerns that we have recently had difficulty scheduling times to meet. More discussion needed.

Next Meeting:

As needed

Motion by to adjourn meeting at 6:17pm by E. Arnold

Second: J. Bilotta

Roll Call Vote: All in Favor