

Town of Lunenburg
Personnel Committee

Minutes: June 3, 2021 – Zoom Meeting

Attendees:

Eric Arnold, Dave MacDonald, Joanna Bilotta, Donna Fortune, Susan Andrews

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director
Robert Oliva, DPW Director

Meeting began at 5:04 pm with all attendees present, Eric Arnold Committee Chair presiding

Approval of Minutes:

Minutes of the March 23, 2021 meeting reviewed

Motion by J. Bilotta to accept and approve the minutes as presented

Second: D. MacDonald

Roll Call Vote: D. Fortune abstained as she had not been present at that meeting, all other Members voted in favor of acceptance.

Old Business

Personnel Action Forms

The approval of the PAF for the Call Firefighter had previously been sent to committee members and approved electronically. The Network Administrator PAF would be sent later this week for electronic approval by committee members. It will represent a hiring rate above step one but in better alignment with candidate's current pay as this is an internal transfer from the school.

Seasonal Cemetery Labor – Position Description

This is a new role to the SAP and specific to the DPW. The role will most likely be filled by recent high school graduates. There is an age requirement due to the need to run power equipment. This will also be seasonal, and in the past has been covered by interns or DPW workers during summer months. Two summer hires have been approved at the recent town meeting. Discussions were about what grade this role would be, and the committee reviewed comparisons to current DPW grades. There are no other similar roles. The Committee based on the recommendations of Rob Oliva the DPW Director and Julie Belliveau, Asst. Town Manager/HR Director.

Motion by J. Bilotta to approve job description of Seasonal Cemetery Labor at SAP Grade 5, with one minor description adjustment to add "preferred H.S. diploma or equivalent", then approve it being submitted at next Town Meeting for final approval.

Second: S. Andrews

Roll Call Vote: All in favor

Motion by J. Bilotta to adjourn the meeting at 5:30pm

Second: D. Fortune

Roll Call Vote: All in favor