

Town of Lunenburg
Personnel Committee

Minutes: July 22, 2021 – Zoom Meeting

Attendees:

Dave MacDonald, Joanna Bilotta, Donna Fortune, Susan Andrews

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director

Meeting began at 5:03 pm with all attendees present, J. Bilotta, Committee Vice-Chair presiding

Approval of Minutes:

Minutes of the June 14, 2021 meeting reviewed

Motion by D. MacDonald to accept and approve the minutes as presented

Second: S. Andrews

Roll Call Vote: All in favor

No Old Business

New Business

New Hire Forms

A variety of Board Clerk/Secretary assignments were presented and discussed by committee. These roles were previously approved by the Select Board and budgets authorized. These are all part time assignments that are called upon to assist the respective boards as they meet to take minutes of the meeting.

Board Clerk/Secretary for Finance Committee – current town employee for the Council on Aging will take on this role. Employee is currently at Step 3 Grade 6.

Motion by S. Andrews to accept recommendation from the HR Director to expand this current employees role to include these new responsibilities.

Second: D. Fortune

Roll Call Vote: All in Favor

Board Clerk/Secretary for Capital Planning Board, Parks, Stormwater Task Force – a new hire was identified to take on this role, the experience of this person warranted the role being approved at Step 2 Grade 6.

Motion by D. MacDonald to accept recommendation from the HR Director to make this hire at this recommended SAP rate.

Second: S. Andrews

Roll Call Vote: All in favor

Reorganization of Personnel Committee: The committee examined the current organization to identify how it might need to be reorganized in the upcoming year. As all committee leaders agreed to continue their roles, the group identified the following:

Chairman: Eric Arnold

J. Bilotta made a motion to accept the nomination of E. Arnold as the Personnel Committee Chairman.

Second: D. MacDonald

Roll Call Vote: All in Favor

Vice Chairmen: Joanna Bilotta

D. MacDonald made a motion to accept the nomination of J. Bilotta as the Personnel Committee Vice Chairman: Second D. Fortune

Roll Call Vote: All in Favor

Clerk: Susan Andrews

D. MacDonald made a motion to accept the nomination of S. Andrews as the Personnel Committee Clerk.

Second J. Bilotta

Roll Call Vote: All in Favor

Other business noted: D. MacDonald asked that at the next meeting the HR Director provide and update on communication with town employees about Personnel Committee meetings and what topics impact them.

Motion by D. MacDonald to adjourn the meeting at 5:19 pm

Second: D. Fortune

Roll Call Vote: All in favor