

Town of Lunenburg
Personnel Committee

Minutes: August 31, 2021 – 5:00 p.m. Town Hall, 2nd Floor

Attendees:

Dave MacDonald, Donna Fortune, Erik Arnold, Joanna Bilotta by phone

Missing Member:

Susan Andrews

Also Present:

Julie Belliveau, Asst. Town Manager/HR Director, Heather Lemieux, Town Manager, Barbara Lefebvre, Nancy Forest, Robert Oliva, DPW Director by phone

Meeting began at 5:13 pm with all attendees present

Approval of Minutes:

Minutes of the July 22, 2021 meeting reviewed

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

Second: D. MacDonald

All in favor

No Old Business

New Business

New Hire Form

The Temporary Recreation Director was presented to the Committee by J. Belliveau, Assistant Town Manager/HR Director and R. Oliva, DPW Director. The purpose of this role is to fill in for the current Recreation Director that is out on medical leave. The new hire was recommended to start at Step 4, Grade 9, the same grade and step as the current Recreation Director.

Motion by D. MacDonald to accept recommendation from the HR Director and DPW Director to approve the new hire at a Grade 9, Step 4.

Second: J. Bilotta

All in Favor

HR Director update – Communication with SAP employees

Discussion was had amongst the Committee members, Town Manager, Assistant Town Manager/HR Director and two SAP employees addressing how SAP employees are notified about Personnel Committee meetings. H. Lemieux discussed utilizing the Subscription Service provided via our website. E. Arnold recommends that an email be sent to everyone about the Subscription Service. If the agenda topic pertains to a particular person or group, send them the agenda and an invite to attend the meeting.

J. Bilotta made a motion to accept the use of the Subscription Service and meeting invites when related.

Second D. MacDonald
All in Favor

Motion by J. Bilotta to adjourn the meeting at 5:48 p.m.
Second: D. MacDonald

All in favor