

Town of Lunenburg



17 Main Street, P.O. Box 135
Lunenburg, MA 01462-0135
P: 978.582.4130
F: 978.582.4148

PERSONNEL COMMITTEE HYBRID MEETING

WEDNESDAY, SEPTEMBER 6, 2023

6:00 P.M.

Zoom and Town Hall – 2nd Floor - Bilotta Meeting Room

AGENDA

In accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and will be able to be found on the LunenburgAccess YouTube channel after the meeting.

The following information is also provided for members of the public that would like to view the meeting remotely:

To View Remotely: From a computer, please use the link below to join the public meeting webinar:

<https://us02web.zoom.us/j/9091740347> or From a telephone, dial the toll free number (888) 475-4499 and enter Meeting ID: 909 174 0347. If you have not registered with Zoom you will be asked for your name and an e-mail address. **Note: No participant ID is needed, just press # when asked.**

The agenda lists all the topics which may be discussed at the meeting and are those reasonably anticipated by the Chair. Votes may be taken as a result of these discussions. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by Open Meeting Law.

- **CALL TO ORDER**
- **PUBLIC COMMENT**
 - Committee
 - Public
- **APPROVAL OF MINUTES**
 - August 23, 2023
- **ONGOING BUSINESS:**
 - Vacation Leave Accrual
- **NEW BUSINESS:**
 - Job Description Review:
 - Executive Assistant to the Town Manager and Select Board
 - Facilities Director
 - Land Use Director
 - Network Administrator
 - PACC Manager
 - Payroll/Benefits Coordinator and Risk Manager
 - Principal Assessor
 - Treasurer/Tax Collector
- **PUBLIC COMMENT**
 - Public
 - Committee
- **ADJOURNMENT**