

**TOWN OF STERLING  
PERSONNEL BOARD  
December 14, 2009  
6:00 PM**

**I. PERSONNEL BOARD ADMINISTRATION:**

1. Roll call
2. Approval of Personnel Board Meeting(s) Minutes

**II. H.R. ADMINISTRATOR'S REPORT:**

1. Personnel By-Law Review Update and Scheduling
2. Issues Discussion

**III. VACANCIES/APPOINTMENTS**

1. Assistant to Board of Assessors Update
2. Water Operations Foreman Update
3. Firefighter Update
4. Head Mechanic DPW Job Description
5. DPW Job Descriptions

**IV. PERSONNEL POLICIES:**

1. Compensatory Time Policy Review

**V. ANNUAL BUDGET**

1. COLA vs. Step Raise

**VI. ADJOURNMENT**