

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

AUGUST 27, 2012, BUTTERICK MUNICIPAL BUILDING

The meeting was called to order at 6:30 p.m. by Chairman Jed Lindholm.

1. ADMINISTRATION

a. Roll Call: Present were Jed Lindholm, Tim Hanrahan, AnnMarie Belair and Bruce Baker. HR Administrator Jamie Kelley was also present.

b. Minutes of the July 16 meeting were amended to delete reference to the April 30 meeting and approved unanimously upon a motion by Tim Hanrahan and seconded by AnnMarie Belair.

c. Regular meetings will be held on the second Monday of the month at 6:30 at the Butterick Municipal Building.

d. The Department Heads meeting is scheduled for Monday, September 24 at 4:00 P.M.

2. ACTIONS/POLICIES

a. Jed will represent the Board at the Department Heads meeting. It will not be a meeting of the Personnel Board.

b. i. Following discussion a motion was made by Bruce Baker and seconded by Jed Lindholm to approve vacation carry-over to FY 2013 of 13.333 unused vacation hours for the former Executive Assistant to the BOS/Town Administrator who was not allowed to take the vacation time prior to the end of the fiscal year. The motion was approved unanimously.

b. ii. Action on the request of Police Sergeant Paul Constantino that he be credited with eight vacation days from FY 2012 that he was unable to use because he had to use accumulated sick time for an illness was postponed to the next Board meeting at the request of the Police Chief who has requested the delay so that he can prepare a recommendation.

c. i. The Executive Assistant to the Board of Selectmen and Town Administrator, Kama Jayne, has requested that she be granted three weeks annual vacation in recognition of her seven years working to the Town of West Boylston prior to coming to Sterling. HR Administrator Jamie Kelley noted that the Board has approved similar requests in the past; including Town Administrator, Police Chief, Town Clerk and the previous Treasurer/Collector. In discussion the Board asked the HR Administrator to prepare a checklist for use in justifying future requests of this nature. A motion was made by Bruce Baker and seconded by Jed Lindholm to approve the request. The request was approved unanimously.

c. ii. The Town Treasurer has requested that her vacation allowance be increased from two to three weeks in recognition of her twenty years working for the Town of Ashburnham. A motion was made by Jed Lindholm and seconded by Tim Hanrahan to approve the request. The motion was approved unanimously.

c. iii. The Town Clerk has requested that she be allowed to offer an applicant for the position of Assistant Town Clerk three weeks' vacation instead of two in recognition of previous

employment experience. A motion was made by Bruce Baker and seconded by AnnMarie Belair to approve the request. The motion was approved unanimously.

d. The Town Clerk has also requested that she be authorized to increase the starting step to step 6 (Grade 5) at a rate of \$18.22 per hour of the applicant under consideration for the position of Assistant Town Clerk. A motion was made by Jed Lindholm and seconded by Tim Hanrahan to approve the request. The motion as approved unanimously.

e. Jamie reviewed items for the special town meeting schedule for November 13.

f. Job descriptions will be discussed at the Board's next meeting.

g. Jamie reviewed several job postings and appointments. He noted that the Assistant Mechanic has not been filled because the salary is too low to attract qualified applicants.

h. Jamie provided an update on health insurance providers.

i. Workforce Communications plan starts with the Department Heads meeting on September 24.

j. Police union contract is the only CBA not completed. Longevity pay has been removed from all contracts.

k. The police union has filed an unfair labor practice regarding the state's share of the Quinn Bill.

l. The chairman wishes to begin a study of merit pay. The Massachusetts Municipal Personnel Conference Association is scheduled for September 13.

3. FUTURE AGENDA ITEMS

No items were suggested.

4. ADJOURNMENT

Meeting adjourned at 8:24 P.M.

Respectfully submitted,

Bruce Baker, Secretary

September 17, 2012