

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

FEBRUARY 4, 2013, BUTTERICK MUNICIPAL BUILDING

Revised March 12, 2013

The meeting was called to order at 6:40 p.m. by Chairman Jed Lindholm.

1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Jed Lindholm, AnnMarie Belair, Weymouth Whitney, Bruce Baker, and HR Administrator Don Jacob and Town Administrator Terri Ackerman
- b. **Minutes**
 - i. On a motion by Weymouth Whitney seconded by AnnMarie Belair minutes of the January 7 meeting were unanimously approved as printed.
 - ii. On a motion by Weymouth Whitney seconded by Jed Lindholm minutes of the January 22 were unanimously approved as printed.

2. BOARD ACTIONS/POLICIES

- a. **COA Meals Site Coordinator.** The Board reviewed the job description for the position and assigned it classification grade 3, noting that the appropriate title was Coordinator and not Manager.
- b. **HR Administrator FY 2013 Objectives.** The Board reviewed an ambitious and impressive list of 2013 job objectives prepared by HR Administrator Don Jacobs for himself concerning:
 - i. Personnel bylaw review and update by 3/1/13
 - ii. Classification and compensation plan review by 6/30/13
 - iii. Employee personnel handbook development by 9/30/13
 - iv. Review of employee benefit program by 6/30/13
 - v. Employee training program establishment by 9/30/13
 - vi. Union relations: On-going

2. PERSONNEL BOARD ACTIONS/POLICIES

The following items were reviewed and discussed:

- a. Position Rating System.
- b. FY 2013 Benchmark Salary Survey
- c. Results of the HR Administrators SWOT Survey
- d. Proposed Compensation Plan

3. MEETING SCHEDULE

- a. Next regular meeting is scheduled for March 4, 2013.

4. ADJOURNMENT

The meeting adjourned at 8:11 PM.

Respectfully submitted,

Bruce S. Baker,
Clerk