

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

MARCH 12, 2013, BUTTERICK MUNICIPAL BUILDING

The meeting was called to order at 6:37 p.m. by Chairman Jed Lindholm.

1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Jed Lindholm, Weymouth Whitney, Tim Hanrahan, Bruce Baker, and HR Administrator Don Jacob. Also attending were Town Administrator Terri Ackerman, Selectman Brian Patacchiola and George Pape.
- b. **Minutes:** On a motion by Jed Lindholm seconded by Weymouth Whitney minutes of the February 4 meeting were amended by replacing the word "Manager" in Item 2.a., COA Meals Site Manager Position, with the word "Coordinator." The amended minutes were approved unanimously.

2. BOARD ACTIONS/POLICIES

- a. **Classification of Town Planner Position:** Selectmen Patacchiola provided information on the proposed position which is expected to be on the warrant for the annual town meeting. The Board reviewed and analyzed the position's job description using the process in the Position Appraisal Manual. On a motion made by Bruce Baker and seconded by Weymouth, the Board voted unanimously to classify the position at Grade 8.
- b. **Position of COA Outreach Worker:** The Board reviewed and analyzed the position's job description using the Position Appraisal Manual. On a motion made by Jed Lindholm and seconded by Tim Hanrahan, the Board voted unanimously to classify the position at Grade 4.
- c. **Review and Discussion of Proposed FY 13 Personnel Bylaw Revision:** HR Administrator Don Jacobs reviewed the work of the committee appointed to review the Personnel Bylaw and recommend changes. The committee appointed by Chairman Lindholm consists of two Town employees, Library Director Pat Campbell and Assistant Treasurer Karen Leclerc, and two Board members, Weymouth Whitney and Bruce Baker. The committee has been meeting weekly and will have a final draft ready for the Board's next meeting on March 18. The Board had a preliminary discussion of the latest draft, number 5, dated 3/5/13. It was noted that an Employee's Handbook will be needed to detail specific practices and procedures established to administer the bylaw. The current Employee's Handbook is very much out of date. The committee will work on that also.

3. **BOARD MEETING SCHEDULE:** The next meeting is Monday, March 18 at 6:30 PM.

4. **ADJOURNMENT:** The meeting adjourned at 8:20 PM.

Respectfully submitted,

Bruce S. Baker,
Clerk