

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

April 9, 2013, BUTTERICK MUNICIPAL BUILDING

The meeting was called to order at 6:38 P.M. by Chairman Jed Lindholm.

1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Weymouth Whitney, Tim Hanrahan, Bruce Baker and Jed Lindholm and HR Administrator Don Jacobs
- b. **Minutes:** On a motion by Weymouth Whitney seconded by Tim Hanrahan, Draft 2 Minutes of the March 18 meeting were unanimously approved as printed.

2. BOARD ACTIONS/POLICIES

- a. The latest draft of the bylaw revision dated 4/5/13 was reviewed and discussed. A revised draft will be prepared.
- b. The Bylaw Task Force will begin work on an Employees' Handbook after the bylaw revision is approved by town meeting.
- c. Future items to be addressed by the Board are a review of the compensation plan, updating of job descriptions, and filling of the vacancy created by the resignation of AnnMarie Belair.

3. **BOARD MEETING SCHEDULE:** The next meeting is May 5, 2013.

4. **ADJOURNMENT:** The meeting adjourned at 8:00 P.M.

Respectfully submitted,

Bruce S. Baker,
Clerk