

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

May 6, 2013, BUTTERICK MUNICIPAL BUILDING

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

1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Weymouth Whitney, Tim Hanrahan, Jed Lindholm and Bruce Baker, and HR Administrator Don Jacobs.
- b. **Minutes:** On a motion by Weymouth Whitney seconded by Tim Hanrahan minutes of the April 9 meeting were approved unanimously as printed.

2. BOARD ACTIONS/POLICIES

- a. The proposed Personnel Bylaw revision was reviewed and discussed. A Summary of Changes and Table of Contents will be prepared by Don to be included along with the proposed revision to be distributed at Town Meeting. A copy showing changes is posted on the Town's website.
- b. Response to a Public Records Request was discussed. Jed has been in touch with the Attorney General's Office and is preparing a response.

3. HR ADMINISTRATOR REPORT

- a. Don is working with department heads to review current training programs and develop a long range town training program.
- b. Copies of current job descriptions have been distributed to department heads, starting the process of ensuring that all job descriptions consistently follow the same format and relate to the classification plan.
- c. Employee agreements are in effect between the Board of Selectmen and Town Administrator and Chief of Police.
- d. The Board should consider making recommendations to the Board of Selectmen regarding the search process for a new Town Administrator.
- e. No rate increase for health insurance this year, except for pediatric coverage.
- f. An informational meeting will be held soon for employees planning to retire in the near future.
- g. Centralizing complete official personnel files in one secure location is critically important. Departments can still maintain copies for their own use.
- h. IOD (Injured on duty) policy is up for renewal and requests for quotations have been sent out with responses due by July 1.

4. BOARD MEETING SCHEDULE

- a. Next meeting is scheduled for June 3.

5. ADJOURNMENT: The meeting adjourned at 7:40 PM

Respectfully submitted,

Bruce S. Baker,
Clerk