

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

June 3, 2013, BUTTERICK MUNICIPAL BUILDING

The meeting was called to order at 6:35 P.M. by Chairman Jed Lindholm.

1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Jed Lindholm, Weymouth Whitney, Bruce Baker and HR Administrator Don Jacobs. Also attending was Brooke Chandler.
- b. **Minutes:** A typographical error in in Agenda Item 3. C. of the Minutes of the May 6 meeting was corrected to read: "Employee agreements ARE in effect ..." On the motion by Weymouth Whitney seconded by Jed Lindholm the amended minutes were approved unanimously.

2. BOARD ACTIONS/POLICIES

- a. Brooke Chandler was present to discuss her filling of an open position on the Board. She is currently employed by EMSEAL Joint Systems as Assistant Controller, a position which also includes personnel administration. On a motion by Bruce Baker seconded by Weymouth Whitney the Board voted unanimously to recommend to the Board of Selectmen, Finance Committee and Town Moderator that she be appointed to the Board. She will submit a resume for action in time for the June 19 meeting of the Board of Selectmen. The Chairman will contact the three appointing authorities of the Board's recommendation.
- b. Recreation Director Judy Janda and Recreation Committee chairman JoAnn Cummings were present to request that Kristen Dietel be appointed to the Grade 2 position of Program Assistant at Step 11, \$15.04 per hour. She has been in the Schedule D position of Seasonal Recreation Assistant. Documentation was submitted to support the request including work experience, educational background, performance and importance of the position to the Department. This is a part time position and is funded by the Recreation Department's revolving fund, not by town appropriation. A draft job description was presented which will be revised to follow the required format. The Board noted that market data for wages of comparable positions in comparable municipalities is needed. A motion was made by Bruce Baker seconded by Weymouth Whitney to approve filling the part time position at grade 2, step 11 providing it is funded by the Recreation Department's revolving fund, that the job description is updated, and that the Chairman of the Personnel Board send a memo to the Finance Committee advising them of the vote and explaining the reasons for it. The motion was approved unanimously.
- c. A draft of Personnel Board goals and objectives for FY 2014 was reviewed. It serves as a working draft and will be discussed in detail at the next meeting.
- d. A task force, consisting of Library Director Pat Campbell, Assistant Treasurer Karen LeClerc, and Board members Weymouth Whitney and Bruce Baker will be working with HR Administrator Don Jacobs to draft a new employee handbook.

3. HR ADMINISTRATOR'S REPORT

- a. The Town has signed up with MIIA for a health insurance audit.
- b. The Dispatcher's union has accepted a collective bargaining agreement for a 2.2% COLA.
- c. Changes in the health insurance plan effective July 1, 2013 are relatively minor. No increase in employee cost also co-pay for hospital admission and out-patient survey have increased.
- d. The Board has two vacancies because of Tim Harahan's resignation.
- e. The performance evaluation form should be revised. A copy of the current form was distributed.

4. **OTHER BUSINESS**

- a. Chairman Lindholm read a letter from the state Attorney General's office stating that the Personnel Board has responded properly and that the case is closed as of May 16.

5. **BOARD MEETING SCHEDULE:** The next meeting is July 1.

6. **ADJOURNMENT:** The meeting adjourned at 7:55 P.M.

Respectfully submitted,

Bruce S. Baker,
Clerk