

**PERSONNEL BOARD, TOWN OF STERLING**  
MEETING MINUTES  
December 2, 2013  
BUTTERICK MUNICIPAL BUILDING

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

1. **ADMINISTRATION**

- a. **Roll Call:** Present were Board members Weymouth Whitney, Karen Gaylord, Bruce Baker, Jed Lindholm, and HR Administrator Don Jacobs.
- b. **Minutes:** Minutes of the November 6, 2013 Open Meeting and Executive Sessions were approved on a motion by Karen Gaylord seconded by Weymouth Whitney. The motion was approved unanimously.

2. **MEETING WITH TOWN CLERK.** Dawn Michanowicz requested that the position of Assistant Town Clerk be changed from current grade 5 to grade 6 and cited educational qualifications and supervisory responsibilities as some of the reasons for an increase. The Board listened to her explanation and advised her that it would consider her request and have a response by the next Board meeting.

3. **TRAINING SURVEY RESULTS.** HR Administrator Don Jacobs reviewed results of the employee training survey he conducted which showed that technology training was the highest priority. Chairman Lindholm volunteered to develop a funding proposal for consideration by the Board.

4. **FY 2015 BUDGET AND EMPLOYEE SALARY ADJUSTMENT.** Chairman Lindholm reported that his informal survey of area towns showed they are considering wage increases ranging from 0 to 2%. He also reviewed his discussions with the Finance Committee chairman and noted that as of November 20 the CPI for all items was 1%; 1.7% for all items except food and energy. Food increased 1.37% and energy declined 4.8%. Following further discussion concerning the CPI and wage increases being considered by similar area municipalities, a motion was made by Weymouth Whitney and seconded by Karen Gaylord to consider an increase of 2% to 2 ½%, pending the Board of Selectmen's decision regarding the Police union's grievance over the wage increase granted for 2013. The motion was approved unanimously. Chairman Lindholm will discuss the matter with the Finance Committee chairman.

5. **HR ADMINISTRATOR'S REPORT.** The HR Administrator reported that the Board of Selectmen has the authority to designate a board member as a "special employee" which means that this person can be employed by the Town without violating the state conflict of interest law.

6. **NEXT MEETING.** The next meeting is scheduled for Monday, January 6, 2014 at 6:30 PM.

7. **ADJOURNMENT.** The meeting adjourned at 7:12 PM.

Respectfully submitted

Bruce Baker, Clerk