

PERSONNEL BOARD, TOWN OF STERLING

MINUTES OF MEETING

April 6, 2015

BUTTERICK MUNICIPAL BUILDING, Room 205

- 1) **CALL TO ORDER:** The meeting was called to order at 6:30 PM by Chairman Jed Lindholm.
- 2) **ROLL CALL:** Present were Board members Jed Lindholm, Weymouth Whitney, Karen Gaylord, and Bruce Baker, and HR Administrator Don Jacobs.
- 3) **OFFICIALS ATTENDING:** None
- 4) **PUBLIC ATTENDING:** Dick Maki
- 5) **APPROVAL OF MINUTES:** Minutes of the March 16, 2015 meeting were approved.
- 6) **AGENDA ITEMS:**
 - a) **Employee Handbook.** Town Counsel has provided the comments that were missing from the previous revision. No input has been received from the Town Administrator or Board of Selectmen. Don will prepare a final draft this week for action at the next Board meeting so that there will be a final draft approved by the Personnel Board available prior to Town Meeting. Approval by the Board of Selectmen and appointing authorities is the next step but it will probably not happen before town meeting.
 - b) **Personnel Bylaw.** DPW employees have voted to terminate their union membership and become Town employees. The proposed bylaw has been revised to accommodate this. Proposed grade levels have been established. Salaries of two DPW employees whose pay rate is above the current Town wage scale will be classified as a Personal Rate of Pay. A motion was made by Weymouth Whitney and seconded by Karen Gaylord to approve Sections 1-11 of the proposed bylaw. The motion was approved unanimously. The Board reviewed compensation schedules A – G of the bylaw which now includes DPW personnel. A motion was made by Weymouth Whitney and seconded by Karen Gaylord to approve Schedules A – G as presented. The motion was approved unanimously.
 - c) **Town Meeting Articles.** Proposed Town Meeting articles were reviewed, including an article to fund the HR Administrator position in FY 2016. The Board of Selectmen has final say on what articles are printed in the warrant. It is assumed their decision will be made at their April 8 Meeting.
- 7) **HR ADMINISTRATOR'S REPORT:**
 - a) A motion was made by Bruce Baker seconded by Weymouth Whitney to reimburse Don \$54 for a Massachusetts Municipal Association director and \$40 for attending the Massachusetts Municipal Personnel Association conference. The motion was approved unanimously.
 - b) A request for position reclassification has been submitted by Deborah Orr who works in the library.

- c) The HR Administrator is concerned about an undeserved reprimand he received from the Chairman of the Board of Selectmen. He has requested the Town Administrator for a correction since he was not negligent. The Board may have to act in this matter.

8) NEXT MEETING: Monday, April 13, 2015 at 10:00 AM. The primary agenda item will be the Employee Handbook.

9) ADJOURNMENT: At 8:15 PM a motion was made by Weymouth Whitney seconded by Bruce Baker to adjourn. The motion was approved unanimously.

Respectfully submitted

Bruce Baker, Clerk