

PERSONNEL BOARD, TOWN OF STERLING

MINUTES OF EXECUTIVE SESSION

BUTTERICK MUNICIPAL BUILDING

October 11, 2013

The Executive Session was called to order by Chairman Jed Lindholm at 11:46 A.M.

Roll call was held. Present were Board members Jed Lindholm, Karen Gaylord, Weymouth Whitney, and HR Administrator Don Jacobs.

A motion was made by Karen Gaylord and seconded by Weymouth Whitney to go in to executive session for the purpose of discussing issues pertaining to collective bargaining. A roll call vote was taken and the motion to go in to executive session was approved unanimously.

The Board reviewed a preliminary draft of a classification plan revision that would update the existing plan and its grouping of positions based on the application of a position rating system consisting of thirteen (13) rating criteria. At the present time, the Town has a Classification and Compensation plan consisting of 11 grade or classification levels. The proposed plan that was reviewed reflected 8 grade levels. After further reviewing the initial draft classification plan, the Board made several adjustments to reflect 6 grade levels. The Board decided to review the changes that were made to the draft Classification Plan at the next meeting.

Mr. Jacobs asked the Board members to review the current combined (union and non-union positions) and to discuss whether the Town should consider making a change to this overall structure.

The HR Administrator informed the Board that he has completed a salary survey for police positions as well as for all other regular positions contained in the Town's Personnel By-law (Attachment A). The Board agreed to review the salary data at the next meeting of the Personnel Board that is scheduled for Monday, November 4, 2013.

The meeting adjourned at 12:25 P.M.

Respectfully submitted,

Don Jacobs,
Human Resource Administrator

