

PERSONNEL BOARD, TOWN OF STERLING
MEETING MINUTES
January 6, 2014
BUTTERICK MUNICIPAL BUILDING

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 December 2, 2013 Open Meeting and Executive Session were approved unanimously on a motion by Weymouth Whitney seconded by Karen Gaylord.
- c. **2015 BUDGET.** A Board budget of \$500 for general expenses and \$5,000 for a town employee Information Technology training program was discussed. A motion was made by Bruce Baker and seconded by Karen Gaylord to approve a budget request of \$5,500. The motion was approved unanimously.

2. **HR ADMINISTRATOR'S REPORT.** HR Administrator Don Jacobs reported on:

- a. The IT training program which an employee survey showed as the highest training priority. He will develop a detailed outline of the program
- b. Issues related to police union grievances.
- c. Town Administrator's memo to department heads regarding proposed salary increases
- d. Possible options for determining wage increases in the future.
- e. Sterling wage rates compared with other communities.

3. **NEXT MEETING.** The next meeting is scheduled for Monday, February 3, 2014 at 4:00 PM.

4. **EXECUTIVE SESSION.** At 7:00 PM, Chairman Lindholm stated that The Personnel Board would be convening in executive session in accordance with M.G.L. Chapter 30A, Section 21 (a), Clause 3 for the purpose of discussing strategy with respect to collective bargaining, and that the Board would not return to open session at the conclusion of the Executive Session

A motion was made by Weymouth Whitney and seconded by Karen Gaylord that the Board convene in executive session for the purpose of discussing issues pertaining to collective bargaining and that the Board not reconvene in open session at the conclusion of the executive session.

Chairman Lindholm called for discussion on the motion. Hearing none, he stated that the Board would proceed to a roll call vote on the motion.

Roll call was held. Present were Karen Gaylord, Weymouth Whitney, Bruce Baker and Jed Lindholm.

Roll call vote was held as follows: Karen Gaylord – YES, Weymouth Whitney – YES, Bruce Baker - YES, Jed Lindholm – YES. The motion was approved unanimously.

Chairman Lindholm stated that the Board would be convening in executive session and would not reconvene in open session afterwards. He asked that people not participating in executive session leave the room.

Respectfully submitted

Bruce Baker, Clerk