

PERSONNEL BOARD, TOWN OF STERLING

PERSONNEL BOARD MEETING

MEETING MINUTES

June 2, 2014

BUTTERICK MUNICIPAL BUILDING

1. **CALL TO ORDER.** The meeting was called to order by Chairman Jed Lindholm at 6:35 PM.
2. **ADMINISTRATION**
 - a. Roll call was taken. Present were Board members Weymouth Whitney, Karen Gaylord, Jed Lindholm, Bruce Baker, and HR Administrator Don Jacobs. Also present were Town Administrator Jeff Ritter, Dick Maki, and Michael Pineo.
 - b. Minutes of the April 28, 2014 meeting were approved upon a motion by Weymouth Whitney seconded by Karen Gaylord.
3. **REPORT OF HR ADMINISTRATOR**
 - a. Don reported that the Health Insurance Advisory Committee will be considering a MIIA proposal for FY 2015. The committee will be reviewing the entire health benefit program in the next six months. The committee is working with the Town's health insurance consultant.
 - b. Don explained that Karen LeClerc is an example of an employee who should be recognized for exceptional performance. A process is need to establish a procedure for the Town to follow in recognizing such performance
 - c. Jeff Ritter explained the process involved in the Board of Selectmen's decision to reach an agreement with the police union regarding the grievance they filed over the cost of living increase granted to all employees for FY 2014. The agreement avoids arbitration.
 - d. Steps will be taken to ensure that employees continue to receive three personal days annually. They were erroneously omitted from the Personnel Bylaw approved at the annual town meeting.
4. **REVIEW AND DISCUSSION OF HR ADMINISTRATOR'S PERFORMANCE AND PERFORMANCE GOALS FOR FY 2014.**
 - a. The Board reviewed Don's self-evaluation for 2014, noting that most of goals had been completed successfully and several were still in process because of time restraints and factors outside his control.
 - b. His proposed FY 2015 goals will be discussed at the next meeting. Board members are asked to review and prioritize them, and recommend any changes.
5. **EMPLOYEE HANDBOOK COMMITTEE.** Don reviewed sections of the handbook that the committee has been working on. The handbook will include policies formerly in the bylaw that

Town Counsel advised do not belong there because they are administrative in nature. When completed, the handbook will be submitted to the Board of Selectmen for formal adoption.

6. OTHER BUSINESS

- a. Weymouth Whitney advised that he has spoken with a town employee who feels he is not adequately compensated. Don explained that there is a form for this and the employee should submit it to the Board.
- b. Minutes of executive sessions held in FY 2014 will be released. The clerk will send them to the Town Clerk.

7. NEXT MEETING. August 18 at 6:30 PM.

8. ADJOURNMENT. The meeting adjourned at 8:20 PM.

Respectfully submitted

Bruce Baker, Clerk