

PERSONNEL BOARD, TOWN OF STERLING

PERSONNEL BOARD MEETING

MEETING MINUTES

September 24, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER.** The meeting was called to order at 9:10 AM by Chairman Jed Lindholm.
2. **ROLL CALL.** Present were Board members Karen Gaylord, Jed Lindholm and Bruce Baker; Employee Handbook Task Force members Pat Campbell and Karen Leclerc; and HR Administrator Don Jacobs.
3. **EMPLOYEE HANDBOOK.** The meeting was a working session to continue reviewing and considering changes to the latest draft of the Employee Handbook. Among items discussed were whether handbook approval by all appointing authorities or only Board of Selectmen is required (Don will ask Town Counsel); creation of a table of contents; organization of sections by general subject.
4. **OTHER BUSINESS:** Don noted that he will be conducting a salary survey as specified in the Personnel Bylaw.
5. **NEXT BOARD MEETING.** Discussion of the Handbook will continue at the next meeting scheduled for 9:00 AM, October 1, 2014.
6. **ADJOURNMENT.** The meeting adjourned at 11:00 AM.

Respectfully submitted

Bruce Baker, Clerk