

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

JULY 16, 2012 1832 TOWN HALL

Amended September 17, 2012

The meeting was called to order at 6:40 p.m. by Chairman Jed Lindholm

Roll Call: Present were Jed Lindholm, Tim Hanrahan and Bruce Baker. AnnMarie Belair was absent.

Minutes of the June 16 meeting were approved upon a motion by Tim Hanrahan seconded by Jed Lindholm. The vote was unanimous.

Minutes of the April 2 meeting, draft 2 were approved upon a motion by Jed Lindholm seconded by Tim Hanrahan. The vote was unanimous.

Minutes of the May 14 meeting were approved upon a motion by Tim Hanrahan seconded by Jed Lindholm. The vote was unanimous. The Chairman has received the Personnel Bylaw articles approved at the annual town meeting from the Town Clerk and will send them to Board members.

The Chairman will seek clarification from the Town Administrator, HR Administrator and Board of Selectmen regarding the appointment of Kama Jayne to the Administrative Assistant position previously held by Donna Salluce. The Board wants to ensure that the proper procedures were followed.

A meeting with Department Heads will be scheduled for the last week in September. The Chairman will prepare a memo to the Department Heads regarding some of the discussion items for the meeting.

Future meetings will be held on the third Monday of each month if a quorum of three members can attend. Other meetings scheduled as necessary.

The Board adjourned at 7:47 p.m. upon a motion made by Tim Hanrahan and seconded by Jed Lindholm. The vote was unanimous.

Respectfully submitted,

Bruce Baker, Clerk