

# **PERSONNEL BOARD, TOWN OF STERLING**

## **MEETING MINUTES**

**SEPTEMBER 17, 2012, BUTTERICK BUILDING**

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The meeting was called to order at 6:30 pm by Chairman Jed Lindholm.

Roll call was held. Present were members Jed Lindholm, Bruce Baker, Tim Hanrahan and AnnMarie Belair. Also present was HR Administrator Jamie Kelley.

Minutes of the April 30 meeting were approved upon a motion by Tim Hanrahan seconded by AnnMarie Belair. The vote was unanimous.

Upon a motion by Bruce Baker seconded by Tim Hanrahan minutes of the July 16 meeting were amended by deleting the date April 30 in line five with the date May 14 so that the sentence reads: "Minutes of the May 14 meeting were approved ..." The motion was approved unanimously.

Minutes of the August 27 meeting were approved upon a motion by Tim Hanrahan seconded by AnnMarie Belair.

### **Executive Session**

At 6:35 PM a motion was made by Tim Hanrahan and seconded by AnnMarie Belair to enter into executive session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Collective Bargaining, and to return to open session at the conclusion of the executive session. The motion was approved unanimously.

### **Resumption of Open Session**

The Board reconvened in open session at 7:10 PM.

### **3) PERSONNEL BOARD ACTIONS/POLICIES**

#### **A) VACATION CARRYOVER WAIVER**

- i) Recreation Director. Following discussion a motion was made by Jed Lindholm seconded by Bruce Baker to approve the Recreation Director's vacation carryover request. Those voting in favor were Bruce Baker and Jed Lindholm. Those voting in opposition were AnnMarie Belair and Tim Hanrahan. The motion did not carry.
- ii) Administrative Assistant-Water. Following discussion a motion was made by Bruce Baker seconded by AnnMarie Belair to approve the vacation carryover request. The motion was approved unanimously.

A motion to reconsider the vacation carryover request of the Recreation Director was made by Tim Hanrahan seconded by Bruce Baker. The Board discussed the importance of treating

vacation carryover requests fairly and equally, noting that guidelines will be developed governing the approval of such requests. The motion was approved unanimously.

A motion to approve the vacation carryover request of the Recreation Director was made by Tim Hanrahan seconded by AnnMarie Belair. The motion was approved unanimously.

- iii) Administrative Assistant-DPW. Action on this item was postponed pending a recommendation from the DPW Superintendent.
- iv) Police Sergeant. Action on this item was postponed pending a recommendation from the Police Chief.

**b) ARTICLES FOR SPECIAL TOWN MEETING**

- i) Placeholders have been filed regarding probable articles concerning schedules A, B, C, and D.
- ii) Schedule A was distributed.
- iii) Schedule B was distributed.
- iv) Schedule C is being revised and will be submitted by the Fire Chief. The Board will act on it at the October meeting.
- v) Schedule was distributed.

**c) JOB DESCRIPTIONS**

(The HR Administrator was asked to add footers on all job description drafts showing the date on which the draft was prepared.)

- i) Treasurer. A motion was made by Jed Lindholm seconded by Tim Hanrahan to approve the job description. The motion was approved unanimously.
- ii) Assistant Treasurer. A motion was made by Jed Lindholm seconded by Tim Hanrahan to approve the job description. The motion was approved unanimously.
- iii) Assistant Collector. A motion was made by AnnMarie Belair seconded by Bruce Baker to approve the job description. The motion was approved unanimously.
- iv) Custodian. The Board reviewed the draft and recommended several changes. No action was taken.
- v) Health Agent. A motion was made by Bruce Baker seconded by Jed Lindholm to approve the job description with several minor changes. The motion was approved unanimously. The HR Administrator will see that it is in the proper format.

**d) JOB POSTINGS/HIRINGS**

- i) Assistant Mechanic. The position has been advertised in area newspapers.
- ii) Assistant Town Clerk. The position has been filled.
- iii) Senior Citizen Outreach Aide. The Council on Aging is interviewing five candidates.

**e) INCREASED STEP CHECKLIST.** A draft copy was distributed and several suggestions made.

f) **DEPARTMENT HEADS MEETING.** Items to be discussed include the checklist being developed to aid in determine appropriate starting step for a new employee and input on development of vacation carryover guidelines.

g) **ONGOING ISSUES.**

i) Merit pay. Discussion focused on importance of development goals and job objectives in evaluating job performance and involvement of employees in developing a merit pay system.

4) **FUTURE AGENDA ITEMS.** Members are asked to email agenda items to Jamie one week before the meeting. Next meeting is October 15.

5) **ADJOURNMENT.** The meeting adjourned at 8:26 pm.

Respectfully submitted

Bruce S. Baker,  
Clerk