

# PERSONNEL BOARD, TOWN OF STERLING

## MEETING MINUTES

DECEMBER 3, 2012, BUTTERICK MUNICIPAL BUILDING

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The meeting was called to order at 6:35 p.m. by Chairman Jed Lindholm.

### 1. ADMINISTRATION

a. Roll Call: Present were Jed Lindholm, Tim Hanrahan, AnnMarie Belair, Weymouth Whitney and Bruce Baker. Town Administrator Terri Ackerman was also present.

b. Approval of minutes was postponed to a future meeting.

c. Regular meetings will be held on the first Monday of the month at 6:30 at the Butterick Municipal Building. Next meeting is January 7.

### 2. HR ADMINISTRATOR SELECTION

a. Jed reported on the recommendation that the selection committee will be making a report to the Board of Selectmen on Wednesday night.

### 3. FY 14 BUDGET

a. **Finance Committee Request on Pending Personnel Board actions.** The Finance Committee has requested that the Board send to them in writing documentation regarding any decisions or agreements reached with town departments that may have a financial impact on the budget (new positions, non-routine step adjustments, additional hours, reclassifying a position to a higher grade). The Committee has informed department heads that they will not consider such changes until they receive the information from the Personnel Board. The Board noted that the proposed Clerk of Committees position is pending but there is not yet sufficient information about it to form a recommendation.

b. **COLA.** Board discussed whether to recommend that employees advance one step on the pay scale or receive a cost of living adjustment, noting that the Consumer Price Index is 2.2%. A motion was made by Weymouth Whitney and seconded by Jed Lindholm to recommend a cost of living increase of 2.2%. The motion was approved unanimously.

### 4. "CLERK OF COMMITTEES" POSITION.

The Board discussed the proposed position and reviewed a draft job description. It was noted that the job description is not in approved format and that more information is needed. Town Administrator Terri Ackerman will seek input from the Board of Selectmen and other boards and committees and forward it to the Personnel Board.

### 5. MERIT PAY.

Discussion on this issue was postponed until a new HR Administrator is in place.

**6. APPOINTMENT POLICY.**

The Board reviewed a copy of the board and committee policy on filling vacancies and noted that the policy was not followed in the last appointment to the Personnel Board according to parts 2 and 3.

**7. PERSONNEL POLICIES.** The following policies have been adopted by vote of the Board of Selectmen and are in effect: Drug Free Workplace; Equal Employment; Harassment; Americans with Disabilities Act Grievance Procedure. The remaining policies which the Board had been considering will be placed on the January agenda for discussion.

**8. PERSONNEL BYLAWS OVERVIEW.** Jed will draft a summary of the bylaw to make it easier to understand. A question was regarding its relationship to the Employee Handbook.

**9. OTHER AGENDA ITEMS.** No additional items were suggested.

**10. ADJOURNMENT.** The meeting adjourned at 8:05 PM.

Respectfully submitted,

Bruce Baker,  
Secretary

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