

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

JANUARY 7, 2013, BUTTERICK MUNICIPAL BUILDING

The meeting was called to order at 6:36 p.m. by Chairman Jed Lindholm.

1. ADMINISTRATION

a. Roll Call: Present were Jed Lindholm, AnnMarie Belair, Weymouth Whitney and Bruce Baker. HR Administrator Don Jacobs and Town Administrator Terri Ackerman were also present.

b. Minutes

1. A motion was made by Annemarie Belair and Jed Lindholm to approve minutes of the November 5, 2012 meeting. The motion was approved unanimously.

2. A motion was made by AnnMarie Belair and seconded by Weymouth Whitney to approve minutes of the December 3, 2012 meeting. The motion was approved unanimously.

2. PERSONNEL BOARD ACTIONS/POLICIES

a. Jed introduced newly appointed HR Administrator Don Jacobs who was welcomed by the Board.

b. Don led a discussion of the existing compensation plan and the point rating system used to determine employee classification grade levels. He also noted the importance of including operational (level of municipal services and resources) criteria in addition to purely demographic criteria when evaluating compensation levels among municipalities and of obtaining department head input regarding municipalities to include in a classification and compensation study. Based on this information he will be making a recommendation to the Board of municipalities to include in a new study prior to the next meeting.

c. Don reported that the Personnel Bylaw contains both policy and administrative procedures, while it should only include policy. He and Terri also noted that some provisions are in conflict with state law. He will be reviewing these concerns and report back to the Board.

d. Wages of the HR Administrator were discussed with documentation in a letter from Town Administrator Terri Ackerman. A motion was made by Bruce Baker and seconded by Weymouth Whitney to increase the position to step 7 of grade 8, \$28.46 per hour, effective his start date of December 12, 2012. The motion was approved unanimously.

e. The SWOT (Strengths, Weaknesses, Opportunities, and Threats-Obstacles) exercise completed by Board members was discussed. Don asked that members review the results and expand on any items they wish.

3. MEETING SCHEDULE

a. Working session is scheduled for January 21 or 22 depending on holiday.

b. Next regular meeting is scheduled for February 4.

4. ADJOURNMENT

The meeting adjourned at 8:04 PM.

Respectfully submitted,

Bruce S. Baker,
Clerk