

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

MARCH 18, 2013, BUTTERICK MUNICIPAL BUILDING

The meeting was called to order at 6:37 P.M. by Chairman Jed Lindholm.

1. **ADMINISTRATION**

- a. **Roll Call:** Present were Board members Jed Lindholm, Weymouth Whitney, Tim Hanrahan, Bruce Baker and HR Administrator Don Jacobs.
- b. **Minutes:** Upon a motion by Tim Hanrahan seconded by Weymouth Whitney minutes of the March 12 meeting were approved unanimously.
- c. Board received notice that AnnMarie Belair is resigning from the Board. Don will research the Town's existing process developed for filling board and committee vacancies and forward it to Board members.

2. **BOARD ACTIONS/POLICIES**

- a. The Board reviewed the March 14 proposed revision of the Personnel Bylaws prepared by the Bylaw Task Force. Following a discussion and review of each provision and several changes, a motion was made by Bruce Baker seconded by Weymouth Whitney to forward the Board's revision to Town Counsel for review and comments. The motion was approved unanimously.
- b. Information on the Town's medical insurance for FY 2014 was distributed. It was noted that the Town's annual premium will remain the same as FY 2013.

3. **BOARD MEETING SCHEDULE:** The next meeting is April 9, 2013.

4. **ADJOURNMENT:** The meeting adjourned at 8:37 P.M.

Respectfully submitted,

Bruce S. Baker,
Clerk