

# PERSONNEL BOARD, TOWN OF STERLING

## MEETING MINUTES

BUTTERICK MUNICIPAL BUILDING

August 19, 2013

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

### 1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Bruce Baker, Weymouth Whitney, Jed Lindholm, HR Administrator Don Jacobs, Town Administrator Terri Ackerman, and Melissa Chalmers who is interested in being appointed to the Board.
- b. **Minutes:** Minutes of the July 1, 2013 meeting were approved unanimously upon a motion by Weymouth Whitney seconded by Jed Lindholm.

### 2. BOARD ACTIONS/POLICIES

- a. The Board reviewed the HR Administrator's FY 2014 objectives, agreeing that the emphasis should be on completion of goals 1, 2, and 3, followed by completion of goals 4 through 8. Jed clarified that goal 7, development of a customer satisfaction system, is for all town services, not restricted to personnel matters. Upon a motion by Jed Lindholm seconded by Weymouth Whitney the goals were approved unanimously.
- b. The next Personnel Board meeting is scheduled for September 16.

### 3. HR ADMINISTRATOR'S REPORT

- a. A harassment training program conducted by MIIA was conducted for all DPW personnel on August 6. The Human Resource Administrator reported that this training program was a result of recent incidents that have occurred in the Public Works Department. It will be repeated for all Town personnel on September 10.
- b. Meetings have been held or are scheduled with all appointing authorities except the Board of Health.
- c. Personnel files are still not consolidated in one location as required by the Personnel Bylaw. The Personnel Board requested the Town Administrator to assist the Human resource Administrator in seeing that this requirement is complied with ASAP. It is likely that the Board of Selectmen will need to get involved to ensure compliance.

### 4. EXECUTIVE SESSION

At 7:15 PM, the Chairman stated that The Personnel Board will be convening in executive session in accordance with M.G.L. Chapter 30A, Section 21 (a), Clause 3 for the purpose of discussing issues pertaining to collective bargaining, and that the Board does not intend to return to open session at the conclusion of the executive session.

A motion was made by Bruce Baker that the Board convene in executive session for the purpose of discussing issues pertaining to collective bargaining, and he further moved that the Board not reconvene in open session at the conclusion of the executive session.

The motion was seconded by Weymouth Whitney.

Chairman Lindholm called for discussion on the motion. Hearing none, he stated that the Board would proceed to a roll call vote on the motion.

Roll call was held. Present were Jed Lindholm, Weymouth Whitney, and Bruce Baker. Bruce Baker voted "yes." Weymouth Whitney voted "yes." Jed Lindholm voted "yes." The vote in favor was unanimous.

The Chairman stated: "The Board will now be convening in executive session and will not reconvene in open session afterwards. Will the people who are not participating in executive session please leave the room."

Respectfully submitted

Bruce Baker, Clerk