

# PERSONNEL BOARD, TOWN OF STERLING

## MEETING MINUTES

BUTTERICK MUNICIPAL BUILDING

October 11, 2013

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The meeting was called to order at 11:00 A.M. PM by Chairman Jed Lindholm.

### 1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Karen Gaylord, Weymouth Whitney, Jed Lindholm and HR Administrator Don Jacobs.
- b. **Minutes:** Minutes of the September 16, 2013 open meeting were approved unanimously upon a motion by Weymouth Whitney seconded by Jed Lindholm. Minutes of the September 16, 2013 executive session were approved unanimously upon a motion by Weymouth Whitney seconded by Jed Lindholm.
- c. **Next Meeting:** November 4, 2013 at 6:30 PM.

### 2. BOARD ACTIONS/POLICIES

- a. **Training Survey:** The Board reviewed a draft training survey that was prepared by the Human Resource Administrator. The Board approved the survey form and it was decided that the Chairman of the Board would prepare a cover memorandum to accompany the survey stressing the importance of communications with employees and the importance of establishing a coordinated short and long-term town-wide training program. The training survey is to be sent to all department heads by Monday, October 21st. Mr. Jacobs handed out a FY 2014 training budget survey of Town departments.

### 3. HR ADMINISTRATOR'S REPORT

- a. Mr. Jacobs reported that the Town has received the premium for Medex/Medicare RX. Effective as of January 1, 2014 the new Medex 2 premium will remain the same at \$185.93 per month. The Medicare RX premium will be reduced from \$144.61 to \$94.63. Mr. Jacobs reported that the reduction in the cost of prescription drugs was due primarily to the recently enacted Affordable Care Act where the cost of manufacturing drugs has been reduced.

### 4. EXECUTIVE SESSION

At 11:46 A.M. , the Chairman stated that The Personnel Board would 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 Karen Gaylord that the Board convene in executive session for the purpose of discussing issues pertaining to collective bargaining, and she 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, Karen Gaylord, Weymouth Whitney and Karen Gaylord 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

Don Jacobs

Human Resource Administrator