

## PERSONNEL BOARD, TOWN OF STERLING

### MEETING MINUTES

March 17, 2014

BUTTERICK MUNICIPAL BUILDING

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The meeting was called to order at 8:30 a.m.

#### 1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Weymouth Whitney, Karen Gaylord, Bruce Baker, Jed Lindholm, and HR Administrator Don Jacobs.
- b. **Minutes:** Approval of the March 3 meeting minutes was postponed to a later meeting.

#### 2. DISCUSSION OF MEETING WITH TOWN BOARD/COMMITTEE REPRESENTATIVES SCHEDULED FOR MARCH 20.

The meeting will review the proposed classification and compensation plans, along with salary data and proposed ranges. It is not known if the Board of Selectmen will be attending. The Personnel Board, through Chairman Jed Lindholm and HR Administrator has requested a meeting with the Selectmen but there has been no response at this time. A meeting with the Selectmen is important because their support will be needed for the following:

- a. Proposed compensation plan and proposed classification plan (Attachment A & B)
- b. Proposed changes to the Personnel Bylaw
- c. Proposed equity adjustment consisting of:
  - i. 2% salary adjustment for all employees.
  - ii. .5% equity adjustment.
- d. Separation of union and non-union positions in the proposed classification and compensation plans.

#### 3. CALL FIREFIGHTERS.

HR Administrator Don Jacobs noted that the Fire Chief has proposed a revised classification plan for Call Firefighters, Schedule C which he will cover in his report.

#### 4. PAY RATES.

Discussion of how employees are to be paid will take place at the next meeting. Details of the process will be in the Employee Handbook, not in the Personnel Bylaw.

#### 5. RECLASSIFICATION REQUESTS.

A motion was made by Jed Lindholm seconded by Weymouth Whitney to approve reclassification of the following positions in the proposed new classification plan:

- a. Working Foreman from grade III to IV
- b. Program Assistant (Recreation) from grade II to III
- c. Animal Control Officer (Police) from grade II to III
- d. Assistant Town Clerk from grade II to III
- e. Assistant Treasurer from grade II to III
- f. Assistant Town Collector from grade II to III
- g. Assistant Health Agent from grade II to III

The motion was approved unanimously. It was noted that the Program Assistant should be retitled Assistant Recreation Director and that the educational qualification of Assistant Town Clerk for a bachelor's degree has not changed.

Requested changes in job descriptions regarding the Library Director, Town Clerk and several other positions will be made.

- 6. ANNUAL REPORT FOR FY 2014.** It was noted that the year covered is actually FY 2013. Consensus was that the report should be simplified. A motion was made by Weymouth Whitney seconded by Bruce Baker to approve the report as revised. The motion was approved unanimously. A revised copy will be sent to Board members.

**7. HR ADMINISTRATOR'S REPORT**

- a. The Fire Chief has requested a revised classification plan for call firefighters as described above. There are no steps. It contains one pay grade with a range from \$13.00 to \$26.52 depending on position and other factors. Increases would be based on performance. There will be a separate job description for each position. Stipends are gone.
- b. The Chief is also recommending to the Board of Selectmen that the Town adopt local option legislation that would grant call firefighters a reduction in property taxes providing a certain activity level for call and training is met.
- c. On a motion by Bruce Baker seconded by Weymouth Whitney the Board unanimously approved recommendation of both the classification plan revision for call firefighters and local option request regarding property taxes.

- 8. NEXT BOARD MEETING.** March 20, 2014 at 7:00 PM.

- 9. ADJOURNMENT.** Meeting adjourned at 9:55 A.M.

Bruce Baker, Clerk