

PERSONNEL BOARD, TOWN OF STERLING

PERSONNEL BOARD MEETING

MEETING MINUTES

October 1, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER.** The meeting was called to order at 9:05 AM by Chairman Jed Lindholm.
2. **ROLL CALL.** Present were Board members Karen Gaylord, Jed Lindholm, Weymouth Whitney, David Shapiro and Bruce Baker; Employee Handbook Task Force member Karen Leclerc; and HR Administrator Don Jacobs.
3. **EMPLOYEE HANDBOOK.** The meeting was a working session to continue reviewing and considering changes to the latest draft of the Employee Handbook. Among items discussed were placement of policies and forms on Town website and not in addendum. Don reported that Town Counsel has advised that the handbook has to be approved by all appointing authorities, not just the Board of Selectmen. He also reported that Town Counsel has a copy of the latest (10/1/14) handbook revision for review. The Board noted that the handbook is now near the final draft stage and it is time to get input from Town boards. A separate meeting will be held with Department Heads for their input. Following these meetings a final draft will be prepared for approval by appointing authorities, after which it will be submitted to the Board of Selectmen for its approval.
4. **OTHER BUSINESS:** Don reported that the Non Union Compensation Task Force has been formed, consisting of DPW Superintendent Bill Tuttle, Library Board Chairman Jaap Vermeulen, Treasurer/Collector Anne Cervantes, HR Administrator Don Jacobs and Personnel Board Chairman Jed Lindholm
5. **NEXT BOARD MEETING.** The next Board meeting is scheduled for October 6, 2014 at 6:30 PM.
6. **ADJOURNMENT.** A motion to adjourn made by Karen Gaylord seconded by Bruce Baker was approved unanimously. The meeting adjourned at 10:45 AM.

Respectfully submitted

Bruce Baker, Clerk