

PERSONNEL BOARD, TOWN OF STERLING

PERSONNEL BOARD MEETING MINUTES

October 6, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER.** The meeting was called to order at 6:30 PM by Acting Chairman Bruce Baker.
2. **ROLL CALL.** Present were David Shapiro, Weymouth Whitney, Karen Gaylord, Bruce Baker and HR Administrator Don Jacobs. Absent: Jed Lindholm.
3. **OFFICIALS ATTENDING.** None
4. **MINUTES.** Minutes of the August 28, 2014, September 16, 2014, September 24, 2014 and October 1, 2014 meetings were approved unanimously, on a motion by Karen Gaylord seconded by Weymouth Whitney.
5. **HR ADMINISTRATOR'S REPORT.**
 - a. Copies of the latest draft of the Employees' Handbook, dated October 6, 2014, were distributed to Board members. Copies will be distributed to all employees, board and committee members and town officials starting October 7. The word "DRAFT" will appear on each page. The Board discussed holding an open meeting to discuss the draft with all parties - employees, department heads, board and committee members, and appointing authorities - in order to answer questions and obtain input and recommendations. The tentative meeting date is October 29. Assuming the Handbook will require formal approval by all elected appointing authorities (Board of Selectmen, Board of Library Trustees, Board of Health, Department of Public Works, Board of Assessors and Planning Board), the draft will be revised based on input and a final draft prepared for presentation and final approval by the Board of Selectmen and other appointing authorities. Don will confirm with Town Counsel that approval by all appointing authorities, and not just the Board of Selectmen, is required. The Board noted that the Handbook defines practices and procedures established to implement state and federal regulations as well as the Town's Personnel Bylaw. The goal is to have a final approval Handbook by the end of 2014.
 - b. The Compensation Task Force will have its first meeting on October 7. It is being asked to make recommendations concerning compensation, including both wages and benefits and the granting of salary adjustments, including increases based on merit.
 - c. A new Recreation Director is being sought, following the retirement of previous Director Judy Janda. Don stated that the current salary is well under that of the average Recreation Director according to the Town's latest salary data survey of similar communities and that this is affecting the ability to recruit the best qualified candidates. The Recreation Committee has requested additional funding from the Finance Committee to bring the salary to a competitive level. The Board discussed at length the importance of maintaining salaries at a competitive level.

- d. Don has begun the FY 15 salary survey.
- e. Veteran's Agent Dick Sheppard is resigning and the Board of Selectmen is interviewing for a replacement. The position is currently shared with Lancaster, but there is discussion about including more communities in sharing the position. The Agent now spends about six hours a week in each town and each has about six cases at any one time. Annual salary is \$6,900.
- f. The Personnel Bylaw Task Force will be meeting to review the bylaw prior to making recommendations for amendments. One issue needing review is compensation of "temporary" or "seasonal" positions, positions in which the employee is called to work occasionally or irregularly, such as the van driver.

6. NEXT BOARD MEETING. November 6 at 5:00 PM.

7. ADJOURNMENT. 7:47 PM.

Respectfully submitted

Bruce Baker, Clerk