

**PERSONNEL BOARD, TOWN OF STERLING**  
**MINUTES OF MEETING**

**November 18, 2014**  
**BUTTERICK MUNICIPAL BUILDING**

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1. **CALL TO ORDER:** The meeting was called to order at 7:10 PM by Chairman Jed Lindholm.
2. **ROLL CALL:** Present were Board members Karen Gaylord, Weymouth Whitney, Jed Lindholm and Bruce Baker and HR Administrator Don Jacobs.
3. **OFFICIALS ATTENDING:** Representing appointing authorities were Barbara Foster representing the Council on Aging and David Favreau representing the Board of Health. Selectmen John Kilcoyne attended a portion of the meeting
4. **APPROVAL OF MINUTES:** Minutes of the November 6 meeting will be acted on at the next regular meeting..
5. **AGENDA ITEM I - Review of Employee Handbook draft.** The latest draft of the Employee Handbook, dated 11/12/14, was reviewed and discussed. The following items were noted:
  - a. Policies will be in a separate document. The handbook contains guidelines and procedures.
  - b. At-Will Employees can be terminated but only for cause. (Page 5)
  - c. Certain positions require annual reappointment while most do not. While the employee must be notified six months prior to the date his/her term is to end, no provision is made for cause. Why this and what is the justification for one year terms in the first place? The Board will address this question. (Page 14)
  - d. Need to define the role of the Town Administrator, HR Administrator, and Department Head in the hiring process. (Page 21)
  - e. A sign regarding possession of weapons by the public will be needed at Town Hall entrance.
  - f. Details of the compensation plan cannot be completed until the classification and compensation plans have been finalized for submission to the Finance Committee by the required date of December 10.
6. **NEXT BOARD MEETING.** The next regular meeting of the Board will be December 1, 2014.
7. **ADJOURNMENT.** The meeting adjourned at 8:10.

Respectfully submitted

Bruce Baker, Clerk