

PERSONNEL BOARD, TOWN OF STERLING

MINUTES OF MEETING

February 10, 2015

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER:** The meeting was called to order at 6:30 PM by Chairman Jed Lindholm.
2. **ROLL CALL:** Present were Board members Karen Gaylord, Weymouth Whitney, Jed Lindholm, David Shapiro and Bruce Baker, and HR Administrator Don Jacobs.
3. **OFFICIALS ATTENDING:** Mike Rivers, Board of Assessors
4. **PUBLIC ATTENDING:** None.
5. **APPROVAL OF MINUTES:** On a motion by Weymouth Whitney seconded by Jed Lindholm, minutes of the January 5 and January 22, 2015 meetings were approved.
6. **AGENDA ITEMS:**
 - a. **PERSONNEL BYLAW.** The police chief has advised that it is not necessary to revise the wages of special police to comply with the new state minimum wage law. Reasons are not clear, unless there are no longer any special police officers. The Board discussed that fact that wages of election workers should comply.
 - b. **EMPLOYEE HANDBOOK.**
 - i. The section on whether At Will Employment means cause is not necessary was discussed. It was noted that Dismissal on page 13 requires a hearing. Are the two sections in conflict?
 - ii. It was noted that emails regarding Town business cannot be deleted.
 - iii. Town counsel comments on the handbook that had just been received were reviewed. More time is needed to consider them.
 - c. **HR ADMINISTRATOR'S REPORT.** Don discussed the survey of HR staffing in other communities that the town administrator asked him to do. The Board noted concern that it had no information from the town administrator or Board of Selectmen regarding the upcoming Selectmen's meeting where HR staffing is on the agenda.
7. **NEXT BOARD MEETING:** March 2, 2015, 6:30 PM.
8. **ADJOURNMENT:** The meeting adjourned at 7:20 PM.

Respectfully submitted

Bruce Baker, Clerk