



**TOWN OF STERLING
PERSONNEL BOARD**
1 Park Street
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Amrith Kumar, Chair
Bruce Baker, Clerk
Timothy Hanrahan
AnnMarie Belair
Jed Lindholm

MINUTES OF PERSONNEL BOARD MEETING

APRIL 2, 2012

A meeting of the Personnel Board was held on April 2, 2012 in Room 205 of the Butterick Municipal Building.

The meeting was called to order by Chairman Amrith Kumar at 6:02 P.M.

Roll call showed that Bruce Baker, AnnMarie Belair, and Amrith Kumar were present. Also present were Finance Committee Chairman Larry Pape, Finance Committee member Bob Brown and Town Moderator Peter Monaghan.

Mr. Kumar noted that Jed Lindholm was expected shortly, that Tim Hanrahan was out of town on business, and that since only a bare quorum of three members was present, all votes would have to be unanimous until Mr. Lindholm arrived.

A motion to approve draft revision 8 of the agenda was made by AnnMarie Belair and seconded by Bruce Baker. The motion was approved unanimously.

ITEM 1

A motion was made by Amrith Kumar and seconded by AnnMarie Belair to elect Bruce Baker clerk for a period of ninety days, from April 2 to July 2, 2012. The motion was approved unanimously. A motion was made by AnnMarie Belair and seconded by Bruce Baker to elect Amrith Kumar chairman for a period of ninety days, from April 2 to July 2, 2012. The motion was approved unanimously.

At 6:05 p.m. Jed Lindholm arrived and a roll call showed that Bruce Baker, AnnMarie Belair, Jed Lindholm and Amrith were present and constituted a quorum of the Board.

ITEM 2

A motion was made by Jed Lindholm and seconded by AnnMarie Belair to approve minutes of the March 12 and March 14 meetings. The motion was approved by AnnMarie Belair, Jed Lindholm and Amrith Kumar, the members present at the subject meetings. Mr. Bruce Baker was not present at either meeting and abstained.

ITEM 3

Drafts of articles 13, 14 and 15 for the Annual Town Meeting regarding proposed amendments to the Personnel Bylaw were discussed. A motion was made by Jed Lindholm and seconded by Bruce Baker to recommend to the Finance Committee that a one-step increase be granted to all eligible employees.

where the word “eligible” is as defined in the revised Article 14. For the purposes of this article, eligible employees include all full and part time employees who have (a) successfully completed their probationary period as defined in the Personnel Bylaw on or before June 30 2012, and (b) who have received at least an acceptable performance review that has been conducted and signed by the employee and the supervisor in the preceding Fiscal year, and (c) whose job description has been provided to the Town’s Human Resources Administrator after July 1 2010, and (d) who is not eligible to an automatic “step increase” or other salary adjustment as part of a collective bargaining agreement, employment contract, or any other form of agreement between the Town and the individual, or any group, association, or collective bargaining unit of which the employee is a member, and (e) who is an employee in good standing and not subject to pending discipline on June 30 2012. The motion was approved unanimously.

A motion was made by AnnMarie Belair and seconded by Jed Lindholm to revise proposed Article 13 regarding Section 5D (Hiring and Re-Classification) of the Personnel Bylaw by substituting the “sum of \$5,000” in place of a “10% increase in number of hours,” and to revise proposed Article 15 as follows:

- Define on-grid employee as any employee in the service of the town, whether full or part time, temporary, seasonal, special, casual or any other type of employment other than those which are filled by popular election, those under the jurisdiction of the School Committee, and those within the Municipal Light Department who are not entitled to any automatic or contractually agreed period salary or wage adjustment.
- Define off-grid employee as any employee in the service of the town, whether full or part time, temporary, seasonal, special, casual or any other type of employment other than those which are filled by popular election, those under the jurisdiction of the School Committee, and those within the Municipal Light Department who are not “On Grid Employees”.
- Specify that salary or wage adjustments for all “On Grid Employees” (as defined in Section D. Authority of the Personnel Bylaw) shall be subject to the annual appropriation of sufficient funds by the Town Meeting providing however that such appropriation **shall** be part of the article appropriating monies towards the overall Operating Budget of the Town, and further that the periodic salary or wage adjustments for all “Off Grid Employees” (as defined in Section D. Authority of the Personnel Bylaw) shall be subject to the annual appropriation of sufficient funds by the Town Meeting providing however that such appropriation **shall not** be part of the overall Operating Budget article.”

The motion was approved unanimously.

A motion was made by Jed Lindholm and seconded by AnnMarie Belair that proposed Article 14 remain on the Annual Town Meeting warrant in the event that any additional amounts of money are required to fund approved compensation articles. If additional funds are not required, the Chairman will move that it be tabled since all increases will be contained in the Operating Budget article, formerly Article 2. The motion was approved unanimously.

ITEM 4

A motion was made by Jed Lindholm and seconded by AnnMarie Belair that the title “Outreach Aide” be assigned to the Council on Aging’s proposed Senior Outreach worker with a pay range of \$10 to \$15 per hour on Schedule D. The motion was approved unanimously. HR Administrator Jamie Kelley will notify Karen Philips of the vote.

ITEM 5

The Board of Selectmen is considering filling the position of Town Custodian which the Personnel Board voted to remove from the classification schedule because it had not been filled for several years. A motion was made by AnnMarie Belair and seconded by Bruce Baker to rescind the Board’s previous action and reestablish the position of Town Custodian. The motion was approved unanimously.

ITEM 6

No comments from the public at the public session.

ADJOURNMENT

A motion was made by AnnMarie Belair and seconded by Jed Lindholm to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 7:45 p.m.

Respectfully submitted

Bruce S. Baker, Clerk