

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

**March 16, 2015**

**BUTTERICK MUNICIPAL BUILDING, Room 205**

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**CALL TO ORDER:** The meeting was called to order at 6:35 by Chairman Jed Lindholm.

1. **ROLL CALL:** Present were Weymouth Whitney, David Shapiro, Jed Lindholm and Bruce Baker.
2. **OFFICIALS ATTENDING:** None.
3. **PUBLIC ATTENDING:** Dick Maki
4. **APPROVAL OF MINUTES:** On a motion by David Shapiro seconded by Weymouth Whitney, minutes of the March 2, 2015 meeting were approved as printed.
5. **AGENDA ITEMS:**
  - a. **Employee Handbook.** The Board reviewed the latest draft of the handbook dated March 10, 2015 containing town counsel's comments and recommendations. Don noted that the Handbook covers working conditions while the Personnel Bylaw covers wage issues. Don will provide the Board with a list of all policies that are referred to in the Handbook to ensure they have been properly approved and are available at the site indicated in the Handbook. No comments on Handbook content have been received from the Town Administrator although he indicated to Jed that they would be forthcoming. Don will contact Town Counsel regarding comments he made about Suspensions on page 14.
  - b. **Personnel Bylaw.** The Board reviewed suggested changes to the 2016 bylaw noting that it contains frequent references to the Human Resources Administrator and assigns responsibilities to the position. If the HR Administrator position is eliminated, as the Board of Selectmen has determined, the bylaw will require considerably more evaluation and revision in order to reassign duties. There is also concern about how the work of the Board will be affected by the loss of the position. Following discussion, a motion was made by Jed Lindholm seconded by Bruce Baker to take steps to insert into the warrant for the annual town meeting a request to raise and appropriate a sum of \$28,575 to fund the part time position of HR Administrator for fiscal year 2016. The motion was approved unanimously.
  - c. **Report of HR Administrator.**
    - i. **Filling positions.** At the request of the Town Administrator, Don has been assisting in filling the vacant position of Veterans Agent, Administrative Assistance to the Board of Appeals, and Building Commissioner.
    - ii. **Health Insurance.** Don has been assisting in evaluating proposals to provide Town health insurance.
    - iii. **Town Clerk Salary.** The Town Clerk has submitted a request to the Finance Committee for a 4.1% increase in her salary for fiscal year 2016.
6. **NEXT BOARD MEETING:** The next Board meeting is scheduled for April 6 at 6:30 PM.
7. **ADJOURNMENT:** At 7:25 PM a motion was made by Weymouth Whitney seconded by David Shapiro to adjourn. The motion was approved unanimously.

Respectfully submitted  
Bruce Baker, Clerk