PERSONNEL BOARD, TOWN OF STERLING

Meeting Minutes June 19th, 2012

Present: Jed Lindholm chair, Tim Hanrahan, AnnMarie Belair

Meeting was called to order at 6:31pm.

May 7th Meeting minutes were approved.

Discussion was made regarding Jamie Kelley's (human resource) role within our board and also, the role of our board with Town Department Heads. It was determined Jed will discuss with Jamie our schedule of Monday nights at 6:30pm. Jed will also discuss with Jamie our open concept philosophy of our board to Department Heads, other Boards, and employees to enhance overall communication. Jed also agreed to reach out to Finance Board and Board of Selectman to get into regular communication with them.

Discussion of Personnel Board Mailbox at the Town Hall. Jed will be checking this mail box.

Discussion of rescinded policies and actions needed to put bylaws that are necessary back into effect. It was determined that Jamie Kelley will be contacted regarding these policies to get answers.

Discussion regarding employee step increases, training, goals, and employee benefits cost value. Again this will be researched and discussed with Jamie Kelly.

The board discuss password to MMA, Jed has this password and will do research on training needed for our board.

Board discussed current applications for vacant seat on Board, and procedure that is in place for applications that are received. Board will inquire regarding procedure in place.

The board adjourned at 7:30 pm upon unanimous approval of motion made by Jed Lindholm and seconded by Tim Hanrahan.

Respectfully submitted,

AnnMarie Belair, Personnel Board

7/7/2012