

PERSONNEL BOARD, TOWN OF STERLING
MINUTES OF EXECUTIVE SESSION

BUTTERICK MUNICIPAL BUILDING
August 19, 2013

The Executive Session was called to order by Chairman Jed Lindholm at 7:15 PM.

Roll call was held. Present were Board members Jed Lindholm, Bruce Baker, and Weymouth Whitney, HR Administrator Don Jacobs, Town Administrator Terri Ackerman, and Melissa Chalmers.

The Town Administrator reported to the Board that a grievance has recently been filed by the Police union regarding the pay increase approved for all employees at the annual town meeting. The Union grievance states that the Town failed to execute wage increases based on the FY 14 Compensation Schedule and specifically did not fund step increases for eligible employees.

The Board also discussed a draft of an employee FY 2015 classification plan being prepared by the HR Administrator. The Human Resource Administrator reported that draft job descriptions for all regular positions contained in Attachment A of the Personnel Bylaw have been completed and in conjunction with the Town Administrator, a draft classification plan has been completed. The draft classification plan grade level characteristics were reviewed with the Board and the HR Administrator stated that he plans to review the draft classification plan with each of the Town's department heads and report back to the Personnel Board at the next meeting that is scheduled for Monday, September 16, 2013. The HR Administrator also indicated that he will be conducting a salary survey of the market place on a position by position basis based on both operational and demographic criteria. He stated that he hopes to complete this survey in September 2013.

The meeting adjourned at 8:02 PM.

Respectfully submitted,

Bruce S. Baker,
Clerk