



TOWN OF STERLING PLANNING BOARD AGENDA

Butterick Municipal Building, Room 202
1 Park Street, Sterling, MA 01564

Monday, February 24, 2020 – 7 PM

MEETING:

Chairman Philpot called the meeting of the Planning Board to order at 7:00 pm. Present were members Russell Philpot, David Shapiro, Craig Miller and Patty Page. Absent was John Santoro.

Mr. Ross Perry was also present to facilitate the discussion on the job description and process for hiring a new administrative assistant.

AGENDA: Discuss and take any action thereto regarding the replacement for the Administrative Assistant

Discussion of Administrative Assistant Job Description and Hiring Process

Mr. Shapiro asked that Mr. Perry discuss how to post the job description, time frames, etc. Mr. Perry reminded the board that at the time of changeovers, Human Resources takes that opportunity to review and revise the job description. Mr. Perry has provided an updated job description and asked the board to review and send comments back to him and he will integrate suggestions. But he also reminded the Board that ultimately, the final job description must be approved by him.

The discussion continued on the process of a screening committee, interviewing process, and the possible use of executive session for candidates.

Mrs. Kazan announced to the board that she noticed the position now reports to the Town Planner. Mr. Philpot said "no, not going to happen" He went on to say that the Town Planner has nothing to do with the Planning Board and the Planning Board is an elected board and has its own administrative assistant. He also stated that this takes away from the Planning Board and gives to the Town Planner.

Mr. Perry said that the position should report to someone in the office who works full-time, not a board that meets bi-monthly.

Mr. Philpot abruptly called for a motion to adjourn. Before said motion, Ms. Page stated her support of the new reporting structure. Mr. Philpot stated that we are not going to discuss this until the Wednesday February 26, 2020 meeting.

Adjourn

Mr. Miller made a motion to adjourn, Mr. Shapiro seconded. All in favor, 4-0.

Materials: Draft job description for the Administrative Assistant to the Planning Board.