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PERSONNEL BOARD, TOWN OF STERLING

MINUTES OF MEETING

AUGUST 11, 2015

BUTTERICK MUNICIPAL BUILDING, ROOM 207

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1. **CALL TO ORDER:** The meeting was called to order at 6:36 by Chairman Lindholm.
2. **ROLL CALL:** Present, Board Members Jed Lindholm, Weymouth Whitney, David Shapiro, Karen Gaylord. Absent, John Kilcoyne, liaison, Michael Szlosek, TA, HRA
3. **OFFICIALS ATTENDING:** Patricia Campbell, Library Director
4. **PUBLIC ATTENDING:** Deborah Orr
5. **APPROVAL OF MINUTES:** July 23, 2015 minutes approved
5. **AGENDA ITEMS:** Order changed to allow review and discussion of Library position to be first to avoid unnecessary delay to employees present.

Discussion revealed Deborah Orr's DOB was 7/11/95. This had been conveyed to TA, HRA Szlosek who was absent this meeting. Chairman Lindholm retrieved the verification of information from Szlosek. It was realized verification of all employees' length of service must be obtained, and the process for evaluating this information established.

Unanimous vote to accept previously accepted Articles CDEF, amending Personnel Policy Bylaws submitted to Town Administrator on April 4/7/15 to be included in Warrant for Special Town Meeting.

Arrange meeting(s) to establish process and lack of applicants.

Goal is to establish draft of policy on internal equity within three months.

Concerns of the Board include, but are not limited to, lack of support for initiatives, continuation of open discussions with employees, training, retaining equity policy, development of Sterling HR resources, continuation of work of Sterling Personnel Board.

Town Administrator Update: None available, Town Administrator not present at meeting.

Next meeting scheduled, September 10, 2015.

Meeting adjourned 7:30PM.