

PERSONNEL BOARD, TOWN OF STERLING

PERSONNEL BOARD MEETING

MEETING MINUTES

September 16, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER.** The meeting was called to order at 5:04 PM by Chairman Jed Lindholm.
2. **ROLL CALL.** Present were Board members Karen Gaylord, Weymouth Whitney, Jed Lindholm and Bruce Baker; Employee Handbook Task Force member Pat Campbell; and HR Administrator Don Jacobs.
3. **EMPLOYEE HANDBOOK.** The meeting was a working session to continue reviewing and considering changes to the latest draft of the Employee Handbook.
4. **NEXT BOARD MEETING.** Discussion will continue at the next meeting scheduled for 9:00 AM, September 24, 2014
5. **ADJOURNMENT.** The meeting adjourned at 6:00 PM.

Respectfully submitted

Bruce Baker, Clerk