

PERSONNEL BOARD, TOWN OF STERLING

MINUTES OF MEETING

December 10, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER.** The meeting was called to order at 5:30 PM. On a motion by Karen Gaylord seconded by Weymouth Whitney Bruce Baker was elected Chairman pro tem in the absence of Jed Lindholm
2. **ROLL CALL.** Present were Board members Karen Gaylord, Weymouth Whitney, and Bruce Baker, and HR Administrator Don Jacobs.
3. **OFFICIALS ATTENDING.** Acting Town Administrator Michael Szlosek.
4. **APPROVAL OF MINUTES.** On a motion by Weymouth Whitney seconded by Karen Gaylord minutes of the December 1, 2014 meeting were approved as printed.
5. **AGENDA ITEMS**
 - a. **Report of HR Administrator.** Massachusetts has increased the minimum wage from the current \$8 per hour to \$9 effective January 1, 2015, \$10 effective January 1, 2016 and \$11 effective January 1, 2017. This will require a revision of the per diem positions of Police Special Officer (currently \$8.25) and Seasonal Recreational Assistant currently \$8.50) contained in Attachment G of the compensation plan. A question was raised whether there are currently any employees in these positions. Don will check with the department heads involved. A motion was made by Weymouth Whitney seconded by Karen Gaylord to recommend revising Attachment G to conform to the state law by bringing these two positions up to the minimum. The motion was approved unanimously.
 - b. **Compensation Plan.** The plan contains four components: Recognition Awards Program; equity adjustments for employees below the midpoint benchmark wage; merit increases; and revisions to Attachment G noted above. The Board discussed increases in the consumer price index figure of 1.7%, noting that this does not include food or energy costs. Discussion included the fact that the dispatcher's union has negotiated a 2% increase for FY 2016 and the police were granted a 3% increase this year (FY 2015) by the Board of Selectmen. Also noted was that limiting equity adjustments to employees more than 10% below the midpoint benchmark was unfair to the remainder who are also below midpoint although less than 10% below. Concern was also expressed that Board members were not aware of the Finance Committee's position regarding funding of the FY 2016 budget, although Don noted that Chairman Lindholm and he had met with the Finance Committee and were told that funding was tight A motion was made by Weymouth Whitney seconded by Karen Gaylord to recommend to the Finance Committee and Board of Selectmen:
 - i. An across the board increase of 2.5% for all employees

- ii. An equity adjustment to the benchmark wage midpoint for all employees with three or more years of service who are currently 10% or more below the midpoint.
- iii. Funding to bring all positions in Attachment G up to at least the increased minimum wage beginning on January 1, 2015.
- iv. Funding for merit increases, the amount to be determined.

The motion was approved unanimously.

- 6. **NEXT BOARD MEETING.** The Board is scheduled to meet with the Board of Selectmen on December 17, 2014 to present the Employee Handbook and discuss proposed revisions to the Personnel Bylaw for FY 2016.
- 7. **ADJOURNMENT.** The Board adjourned at 6:35 PM on a motion by Weymouth Whitney seconded by Karen Gaylord. The motion was approved unanimously.

Respectfully submitted

Bruce Baker, Clerk