

PERSONNEL BOARD, TOWN OF STERLING

MINUTES OF MEETING

March 2, 2015

BUTTERICK MUNICIPAL BUILDING, Room 205

1. **CALL TO ORDER:** The meeting was called to order at 6:30 PM by Chairman Jed Lindholm.
2. **ROLL CALL:** Present were Board members Karen Gaylord, Weymouth Whitney, Bruce Baker, David Shapiro and Jed Lindholm.
3. **OFFICIALS ATTENDING:** Mike Rivers, Board of Assessors; Pat Campbell, Library Director.
4. **PUBLIC ATTENDING:** Dick Maki
5. **APPROVAL OF MINUTES:** On a motion by Weymouth Whitney seconded by Jed Lindholm, minutes of the February 10, 2015 meeting were approved as amended.
6. **INTERIM COMPENSATION FOR ASSISTANT LIBRARY DIRECTOR:** The Board of Library Trustees has requested that Danielle Mattei be compensated for hours she served as interim Library Director during the Director's absence for medical reasons. The Personnel Bylaw requires that the Personnel Board approve compensation for interim appointments. Compensation amount is \$1,715, based on 343 hours at \$5.00 per hour, representing a 1 ½% over her pay as Assistant Library Director. On a motion by Weymouth Whitney seconded by Karen Gaylord, the request was approved unanimously.
7. **HR STAFFING:** The Board reviewed the letter from Board of Selectmen Chair Brian Patacchiola informing HR Administrator Don Jacobs that the Board had voted to not fund his position past June 30. The Personnel Board has received no communication directly. Except for a brief discussion at the Selectmen's February 11, 2015 meeting, the Personnel Board has not been consulted by either the Board of Selectmen or Interim Town Administrator regarding the action. A motion by David Shapiro seconded by Weymouth Whitney to authorize Jed and Bruce to draft and send a response letter to the Board of Selectmen was approved unanimously.
8. **EMPLOYEE HANDBOOK:** Jed and Don met with the Interim Town Administrator on Friday to continue work on the handbook. A point was raised that numerous employees and department heads are asking that it be approved and made available as soon as possible. The goal is to have it finished before the annual town meeting in early May. During discussion, it was noted that the warrant for last May's annual town meeting did not print the last three articles – all those after page 13. The Board will look into this.
9. **NEXT BOARD MEETING:** The Board will be at 6:30 PM on March 16, 2015 to continue work on the handbook.
10. **ADJOURNMENT:** On a motion by Karen Gaylord seconded by Weymouth Whitney, the Board voted to adjourn at 8:20 PM.

Respectfully submitted

Bruce Baker, Clerk