

**PERSONNEL BOARD, TOWN OF STERLING**  
**MINUTES OF EXECUTIVE SESSION**

BUTTERICK MUNICIPAL BUILDING  
December 2, 2013

The meeting was called to order at 5:30 PM by Chairman Jed Lindholm.

Roll call was held. Present were Board members Karen Gaylord, Weymouth Whitney, Jed Lindholm and Bruce Baker, and HR Administrator Don Jacobs.

At 5:30 PM, Chairman Lindholm stated that The Personnel Board would be convening in executive session in accordance with M.G.L. Chapter 30A, Section 21 (a), Clause 3 for the purpose of discussing strategy with respect to collective bargaining, and that the Board would return to open session at 6:30 PM.

A motion was made by Karen Gaylord and seconded by Weymouth Whitney to go in to executive session for the purpose of discussing issues pertaining to collective bargaining. A roll call vote was taken and the motion to go in to executive session was approved unanimously.

The Executive Session was called to order by Chairman Jed Lindholm at 5:31 PM. Roll call was held. Present were Board members Jed Lindholm, Karen Gaylord, Weymouth Whitney, Bruce Baker, and HR Administrator Don Jacobs.

The Board reviewed the draft classification plan containing seven grades. Discussion focused on revising proposed Grade F and reducing the number of grades to six. Discussion will continue at the next meeting.

Proposed salary ranges were reviewed. The Chairman will get information on proposed Grades 1 and 2 to HR Administrator Jacobs.

The meeting adjourned at 6:30 P.M.

Respectfully submitted,

Bruce Baker,  
Clerk