

**Town of Shutesbury
Personnel Board Minutes
August 10, 2017**

Meeting Opened: 7:17 PM

Present: April Stein, Becky Torres, Anna Aaron, Ralph Armstrong and George Arvanitis (recording), Melissa Makepeace-O'Neil, Visitors: None

1. Personnel Actions:
 - a. Approved the increase in hours and addition of benefits for police officer David Shoemaker
 - b. Accepted the termination of Cemetery Grounds Keeper Matthew Dzedzic
 - c. Approved the appoint of Cemetery Grounds Keeper Benjamin Drake

2. Discussed suggested change by a Selectboard member to the contract negotiation process for those anticipated for this fiscal year. Appointed the Personnel Board representatives for these negotiations during fiscal year 2018:
 - a. Town Administrator – Ralph Armstrong
 - b. Highway Superintendent - Anna Aaron
 - c. Fire Chief – April Stein
 - d. Police Union - Ralph Armstrong

3. New performance review policy
 - a. Reviewed existing self review process
 - i. Agreed to modify existing
 1. Maintain employee self review section I.A
 2. Delete Future Goals I.B
 3. Keep Plan to Move Forward Section II
 4. Keep Employee Supervisor Meeting
 5. Incorporate Goal Statement into the performance review
 - b. Discussed changes to Employee self review section:
 - i. Describe recent work accomplishments
 - ii. Described accomplishments related to goals
 - iii. Challenges interfered or prevented you job performance (be honest, it helps your supervisor better support you)
 - c. Discussed changes to the Plan to Move Forward
 - i. Think of challenges from Section I and describe your action plan for resolving the challenges
 - ii. How can supervisor support your action plan
 - iii. List professional development and certification requirements for your position

- iv. List personnel development opportunities that you feel would be beneficial
 - d. Changed Input From Supervisor to Evaluator(s) Input. No change to text.
 - e. Change title of Employee and Supervisor Meeting to Employee and Evaluator(s) Meeting. No change to text.
 - f. Goal Statement added to review
 - i. Drop short and long term goals
 - ii. Request total of three to four goals
 - iii. Replace supervisor with evaluator
 - e. Reviews will be performed by:
 - iv. Professionals will be reviewed by a committee made up of one representative from the Finance Committee, Personnel Board and Select Board
 - v. Assessors will be reviewed by the Board of Assessors
 - vi. Librarian will be reviewed by the Library Trustees
 - vii. Town Administrator will review Financial professionals
4. Future meeting:
 - a. Review a draft of the new performance review process
 - b. Review job description and requirements for the Administrative Secretary and consider combining this position's three pay rates
 - c. Consider combining three positions into a Land Use position

Next Meetings:

- August 31, 2017
- September 14, 2017
- September 19, 2017
- October 19, 2017
- November 16, 2017

Adjourned: 8:45 PM