

**Town of Shutesbury
Personnel Board Minutes
October 19, 2017**

Meeting Opened: 7:23 PM

Present: April Stein, Becky Torres, Anna Aaron and George Arvanitis (recording),
Melissa Makepeace-O'Neil **Absent:** Ralph Armstrong

1. Personnel Actions:
 - a) Approved the appointment of Daniel Fernandes as a police officer
 - b) Approved the appointment of Richard Trimble as a fire fighter
 - c) Approved the appointment of Hannah Kaplan as a part time administrator for the Board of Health
 - d) Accepted the resignation of India Meyer from the fire department
2. Approved the minutes from the meeting of September 19, 2017
3. Approved the minutes from the meeting of September 7, 2017
4. Discussed how to conduct performance reviews without creating an ad hoc committee:
 - a) Discussed having reviews of the Police, Fire and Highway Chiefs, performed by the Town Administrator and a member of the Selectboard
 - b) Discussed having a member of the Selectboard to conduct the review of the Town Administrator
 - c) The Town Administration will check the legality of these two options
 - d) Selectboard will sign the reviews of the above employees
5. If we are going to recommend proceeding with the new Performance Review process, then we should have a training program for evaluators. Town Administrator will check state resources for this training and guidelines.
6. Fire Department training pay rate.
 - a) Discussed paying an hourly rate to hourly employees for training
 - b) Hourly rate fulfills legal requirement
 - c) Discussed the appropriate hourly rate. Should it be the firefighter rate or a secondary rate
 - d) Town Administrator will research the legal issue

- e) Analysis shows the increased cost of paying current hourly rate fits within the Fire Department salary budget line at the current staffing. The chief will need manage the cost as the size of the department changes.
- f) Concern about setting a precedence for training pay and multiple rates for employees
- g) The personnel board agrees this will help the chief maintain a well trained and professional department.

Next Meetings:

- November 16, 2017
- November 28, 2017
- December 21, 2017

Adjourned: 8:40 PM