

**Town of Shutesbury
Personnel Board Minutes
March 1, 2018**

Meeting Opened: 7:17 PM

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

1. Approved the minutes from the meeting of February 22, 2018
2. Personnel Actions: None
3. Approved change to the Land Use Clerk job description, as amended by the Select Board
4. Review job description for Town Administrator and possible additional responsibilities and approved the following:
 - a. Reviewed various towns' and the sample Mass Municipal Associations Town Administrator job description
 - b. Updated to current job description to incorporate new supervisory responsibilities. List all positions that will now be supervised by the Town Administrator
 - c. Added that the town Administrator is responsible for conducting the annual reviews and goal setting process for those positions noted in job description
 - d. Added that the Town Administrator may ask for the advisory participation of the Finance Committee, Personnel Board and Select Board.
 - e. Note in job description that the Town Administrator performs their duties "Under the general direction of the Select Board"
 - f. The Personnel Board approved all edits noted above
5. Discussed upcoming meeting with the Finance Committee and Select Board regarding Fiscal Year 2019 employee increases to all employees. Also discussed department head and union contracts and protocols for employee compensation.

Next Meetings:

- March 15, 2018
- April 19, 2018
- May 17, 2018

Adjourned: 9:10 PM