

Town of Shutesbury  
Personnel Board Meeting Minutes  
February 21<sup>st</sup>, 2019

Present: Anna Aaron, Becky Torres, Jim Walton, Ralph Armstrong  
Absent: Melissa Makepeace-O'Neil  
Meeting began: 7.05pm

The board noted that minutes for the two previous meetings, December 2018 and January 2019, had not yet been submitted for review and approval. Melissa will be reminded to circulate these in advance of the board's March 21<sup>st</sup> meeting, if possible.

The newly-formed ratings chart working group, i.e. Ralph and Jim, reported that it had met on February 14<sup>th</sup> but had nothing to report so far.

As none of the members had drafted a list of suggested criteria for the calculation of annual employee wage increases, Becky suggested that each member forward his/her list of criteria to Becky in advance of the March 20<sup>th</sup> meeting with the Select Board and Finance Committee. It was agreed that the board will meet at 6.45 pm on March 20<sup>th</sup> to confer ahead of the 7 pm meeting.

Becky reported that the town tax collector, Ellen McKay, is anxious to have an assistant in place without delay to fill in when Ellen is absent for medical reasons. Becky will ask Ellen to amend the tax collector job description to make it applicable to the assistant position. The board agreed to propose to Ellen that an assistant work with Ellen one 4-hour day per week in preparation for her absence. The board will review the tax collector job description at its March meeting.

Becky reported that the tax collector, Ken Holmberg, has resigned/retired. Becky will bring the tax collector job description to the board's March meeting for review and approval.

Next Personnel Board meeting scheduled for March 21<sup>st</sup>, 2019

Meeting adjourned at 7.23pm  
Minutes submitted by Anna Aaron