

**TOWN OF SHUTESBURY
PERSONNEL BOARD MEETING MINUTES
Thursday April 25, 2019**

Present: Anna Aaron, Becky, Torres, Melissa Makepeace-O'Neil, Peg Ross, Jim Walton, Ralph Armstrong (acting Secretary)

Guests: Jeff Lacy, Mike Vinskey

Meeting began: 7:10 PM

Old Business

- Approved Personnel Board Meeting Minutes from 03/28/2019.

New Business

- The guests (Jeff Lacy and Mike Vinskey) discussed with the Personnel Board their concern over a recommended increase of time and salary (+71%) for Town Clerk and Assistant Town Clerk (new position). The guests had conducted their own comparison of Shutesbury's recommended increase in the Town Clerk budget line with expenditures of Leverett, Pelham, New Salem, Wendell, Whately, Huntington, and Westhampton.
- Anna Aaron described the October 18, 2018 Personnel Board meeting at which the Town Clerk presented the tracking of her hours and she explained the Board's subsequent recommendation to amend the Town Clerk job description to a 25 hour per week position. Torres provided the history of the Town Clerk position, adding that comparative data from FRCOG on the salaries in surrounding towns was provided to the Board. Aaron offered her opinion that, short of conducting an independent audit, the Board must rely to a significant extent on the integrity of any employee who presents a case for increased hours. The guests recognized that fact, but urged the Board to "be more hawk-like" in reviewing such cases. When asked for their ideas, Lacy proposed that the Town Clerk pay be held to \$28,000. The Board declined to recommend this at such a late stage in the process.
- Another portion of the discussion focused exclusively on the Assistant Town Clerk position and how long such a position would last. The Personnel Board indicated that the position was proposed to last for one year (see PB meeting minutes of October 18, 2018). The purpose of the position being to assist in the knowledge transfer when a new Town Clerk is elected. The guests were concerned that the creation of this position is a demonstration of growing town government with its associated costs.

- Melissa, in a valuable aside, suggested that the PB and SB might review the idea of changing elected positions into hired positions on a salary pay basis. The PB agreed to begin that discussion.
- The guests were thanked for attending the meeting, for providing valuable data and insights and were encouraged to attend in the future.

There was a discussion about missing Personnel Board meeting minutes.

Agenda Items for Future Meetings:

- Review Hours for Town Clerk
- Review Equal Employment Opportunity regulations and Code of Conduct for Town of Shutesbury

Future Meetings:

Next meeting is scheduled for May 16, 2019, at 7:00 PM

Meeting ended: 8:38 PM

Minutes submitted by Ralph Armstrong and Anna Aaron