

**Town of Shutesbury  
Personnel Board Meeting  
October 20, 2011**

Meeting Opened: 7:28 PM

Present: April Stein, Ralph Armstrong, Becky Torres, Kathy Carey & George Arvanitis

**Recurring Business:**

- Approved the minutes of August 18, 2011 as amended
- Approved the minutes from September 15, 2011

**Personnel Tasks:**

- Approved the reappointment of Christopher O'Neil as the custodian.
- Approved the appointment of Timothy Batchelder as part time police officer.

**Old Business:**

- Reviewed the spreadsheet of wage, salary and benefit information taken from FRCOG FY 2011 Wage/Salary survey for following positions:
  - a. Full & part time police officers
  - b. Town Administrator
  - c. Fire Chief
  - d. Highway Superintendent
- Plan to set up meetings now to review police union contract and the contracts of the department heads.
- Police Chief signed his contract. Contract states that the Finance Committee and Personnel Board will decide annual increases based on town's ability to pay.
- Becky will bring contracts for other small towns.
- Decided that all employee handbook changes will added and the handbook will be distributed to employees by year end.
- Becky will contact employees to complete annual performance reviews
- George will ask the Finance Committee to approve the proposed changes to the longevity bonus policy.

**New Business**

- The Personnel Board will need to select members to participate in the police union negotiations, Town Administrator contract negotiations and Highway Superintendent negotiations.

**Next meeting:** Thursday, November 17, 2011

Adjourned: 9:/8 p.m.

Minutes prepared by George Arvanitis