

**Personnel Board Agenda
Town of Shutesbury
October 20, 2011
7:15 PM @Shutesbury Town Hall**

1. Recurring Business

- Review and approve amended minutes from 8/18/11
- Approve minutes from 9/15/11
- Personnel Actions

~~NOV 21 1:30~~
OCT 19 2011

CB 1:20pm

2. Old Business

- Review spreadsheet on wage, salary, benefit information taken from FRCOG FY 2011 Wage/Salary survey for following positions:
 - a. Full & PT Police Officers
 - b. Town Administrators
 - c. Fire Chief
 - d. Highway Superintendent
- Review copies of contracts obtained by Becky from other small towns
- PB review Work Schedule Policy and defining work week to consist of configurations resulting in 40 hours
- Status of update in the Orientation section in PB handbook (Becky to check with Gabe & Leslie)
- PB to update the Master Handbook with approved changes for distribution to dept heads
- Update on Employee Self Evaluation forms

3. New Business

- Select PB members to participate in Police Union Negotiations, TA Contract Negotiations and Highway Superintendent Negotiations
- Any and all unanticipated new business