

**Personnel Board  
Town of Shutesbury  
June 24, 2021 (Virtual Zoom Meeting)**

Members present: Peg Ross, Melissa Makepeace-O'Neil, Melody Chartier and George Arvanitis. Also present: Becky Torres

6:03: Meeting came to order

1. Approved the minutes of June 10, 2021
2. Town Administrator met with Assessor and Assessor Clerk:
  - They set new office hours
  - Assessor is working with the clerk to determine a new work configuration. They expect to make a recommendation of the duties that can be transferred to the clerk
  - Town Administrator indicated that we could configure these positions within the amounts budgeted for the two positions
  - The Personnel Board will evaluate the recommendation and update the Assessor department positions - job descriptions and the pay for each position – as appropriate
  - The assessor's pay rate is well below market and finding an Assessor is difficult
  - A succession plan will also be considered in our review
  - A recommendation is expected in time for our August meeting
3. The Board of Health Clerk (Catherine Hilton) is stepping down and asked us to hire a replacement. She would like to stay on as the Chair of the Board.
4. Land use clerk has left as of Friday, June 18. Set as 15 hours per week. The town is currently hiring for this position which supports the Conservation Commission, Zoning Board of Appeals and Planning Board. We have received several responses to the job ads.
5. Identified employees that appear to be paid be low market. The board will review each in future meetings in the following order:
  - i. Tax Collector
  - ii. Accountant
  - iii. Police Chief
  - iv. Treasurer
  - v. Town Clerk
  - vi. Equipment Operators
  - vii. Librarian
  - viii. Assessors as noted above in the board's August meeting
6. The Selectboard appointed April Stein to the PB for July 1.
7. Next meetings:     July 15, 2021, 6:30  
                           August 19, 2021, 6:30

Meeting adjourned at 7:10