

**Personnel Board
Town of Shutesbury
July 15, 2021 (Virtual Zoom Meeting)**

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

6:07: Meeting came to order

1. Approved the minutes of June 24, 2021
2. Created a draft of a new job description for the Board of Health Clerk. This position was grant funded and the current clerk was not getting paid, so there was no job description. The current clerk is stepping down a job description is needed. The draft will be submitted to the BOH for review and comment. The Personnel Board approved the job description.
3. Reviewed a summary description of the duties provided by the Town Collector and updated the Town Collector job description.
4. Reviewed wages and salaries of two Shutesbury positions and compared them to other Franklin County towns. Discussed how to conduct analysis of wages and salaries and how to present the results to the Finance Committee and Selectboard.
5. Next meetings:
 - August 19, 2021, 6:15
 - September 16, 2021, 6:15
 - October 21, 2021, 6:15
 - November 18, 2021, 6:15
 - December 20, 2021, 6:15

Meeting adjourned at 8:10