

**Personnel Board
Town of Shutesbury
February 28, 2022 (Virtual Zoom Meeting)**

Members present: Peg Ross, Melissa Makepeace-O'Neil, April Stein, Melody Chartier and George Arvanitis, Also present: Becky Torres (Town Administrator) Absent: None

Meeting came to order at 6:34

1. Approved the minutes of December 16, 2021
2. Approved the minutes of January 27, 2022
3. COLA for FY23
 - a. Reviewed the FY 2023 COLA calculation
 - b. Approved the COLA increase of 2.42%
4. Market Salary Alignment
 - a. Reviewed recommendation to be made to the Selectboard and Finance Committee
 - b. Will recommend a salary adjustment for eight positions that are significantly below the county average pay rates:
 - i. Accountant
 - ii. Administrative Assessor
 - iii. Assessor Clerk
 - iv. Collector
 - v. Equipment Operators
 - vi. Librarian
 - vii. Town Clerk
 - viii. Treasurer
 - c. Updated format of schedule of salary adjustments to be presented – Exhibit I attached
 - d. Franklin County pay rates were used, but we're competing with Hampshire and Hampden County towns for employees
 - e. The Personnel Board will perform this analysis every five years
 - f. Voted and approved recommending the salary adjustments on the schedule for FY23
5. Fire study committee:
 - a. Recommends updates to job description add minimum distance from town for residency
 - b. Personnel Board approved changing requirement to "must reside or relocate to within 35 minutes of the Shutesbury fire station within nine months"
 - c. Once the job description is updated, the job will be advertised
6. MLP manager salary increase review
 - a. Discussed request from the MLP and justification for the increase
 - b. Reviewed the rates and hours requested
 - c. This was a benefited position (higher hours during construction), but no longer is
 - d. Voted and approved the requested increase to the managers salary
7. Next meetings: March 1, 2022, 6:00
 March 10, 2022, 6:30
 April 21, 2022, 6:30

Meeting adjourned at 8:38