

**Personnel Board
Town of Shutesbury
March 10, 2022 (Virtual Zoom Meeting)**

Members present: Peg Ross, Melody Chartier and George Arvanitis, Also present: Becky Torres (Town Administrator) Absent: Melissa Makepeace-O'Neil and April Stein

Meeting came to order at 6:32

1. Approved the minutes of February 28, 2022
2. Job Descriptions remaining to be reviewed
 - a. Highway Superintendent
 - b. Equipment Operators
 - c. Library Assistant
 - d. Library Aides
3. Annual Town Meeting
 - a. Peg will prepare the annual report summarizing FY22 activities
 - b. The board will describe the Market Alignment analysis
 - c. The board will review and discuss presenting it in April
4. Wage and Classification Schedule is still being developed and should be ready April meeting
5. Police union negotiations have restarted
6. Next meetings:
 - April 21, 2022, 6:30
 - May 12, 2022, 6:30
 - June 16, 2022, 6:30

Meeting adjourned at 7:15