

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

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

Meeting came to order at 6:36

1. Approved the minutes of May 16, 2022
2. Select Officers
 - a. Peg Ross appointed as Chair of the committee
 - b. George Arvanitis appointed to Secretary
3. Assigned
 - a. Melissa to assist Becky in updating the Personnel Handbook
 - b. April to work with Becky to complete the Classification Schedule
 - c. George to review the updated Salary Schedule
4. Reviewed Job Descriptions
 - a. Updated:
 - i. Updated and approved the Administrative Assistant job description
 - ii. Updated the Highway Superintendent job description
 - iii. Started update of the Fire Chief job description
 - b. Other business:
 - i. Becky will have labor attorney review the language in the "Work Experience, Selection Guidelines and Affirmative Action" sections for all Town employee job descriptions
 - ii. Becky will determine actual license required for the hoisting engineer license requirement and research requiring the Highway Superintendent to have OSHA 10 and OSHA 30 certifications
5. Future business:
 - a. Determine a policy for including salary range or minimum salary in each job description
 - b. Consider making a job description for the Emergency Management Director
6. Next meetings:

August 4, 2022, 6:30
August 18, 2022, 6:30
September 15, 2022, 6:30
October 20, 2022, 6:30

Meeting adjourned at 9:18