

**Personnel Board
Town of Shutesbury
August 4, 2022 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:32

1. Approved the minutes of July 28, 2022
2. Job Descriptions
 - a. Updated and approved the Fire Chief job description
 - b. Started a standard operating practices document for the fire chief position that will be completed in a future meeting
3. Future business:
 - a. Determine a policy for including salary range or minimum salary in each job description
4. Next meetings:
 - August 18, 2022, 6:30
 - September 15, 2022, 6:30
 - October 20, 2022, 6:30

Meeting adjourned at 8:57