

**Personnel Board**  
**Town of Shutesbury**  
**January 26, 2023 (Virtual Zoom Meeting)**

Members present: Peg Ross, April Stein, Melody Chartier and George Arvanitis. Members Absent: Melissa Makepeace-O'Neil. Also present: Becky Torres (Town Administrator) and Conservation Commission members: Mary David and Mariam DeFant

Meeting came to order at 6:35

1. Conservation Commission Agent and Land Use Clerk position
    - a. Discussed employment options for a ConCom Agent and Land Use Clerk for the zoning board of Appeals and the Planning Board
    - b. Shutesbury's Land Use Clerk currently performs the ConCom Agent duties and supports the ZBA and Planning Board. She plans to resign soon, but offered to stay to train a replacement
    - c. Currently the clerk works 15-19 hours per week. Eight hours for the ConCom and the rest for the ZBA and Planning Board
    - d. It will be difficult to find and retain a person with the skills needed to work only eight hours per week
    - e. The same person working as the Leverett ConCom Agent also works for Wendell as the ConCom Agent. This person will be leaving both towns in the spring
    - f. The Shutesbury ConCom would like to look at various options including collaborating with Leverett and Wendell to hire one person to serve all three towns
    - g. Shutesbury ConCom was approached by the other two towns and will be meeting with these two towns next week. Becky and at least one Personnel Board member will also attend the meeting
    - h. ConCom noted that some of the use fees they collect could fund a portion of this position
  2. Approved the minutes of December 15, 2022
  3. Deputy Fire Chief Job
    - a. The person who had been working as the Fire Department Engineer was appointed to this position and requested an annual stipend of \$8,000
    - b. Becky will discuss the hiring\appointment process for this position with labor counsel
    - c. Becky will also send a draft of this position's job description to the Fire Chief to make changes regarding duties of position
  4. 2024 Wage Adjustment
    - a. The consumer price index used by Shutesbury will be available in February and we will review the COLA calculation under our policy for FY24, in our next meeting
    - b. The board decided that we should perform a market salary alignment analysis next year to determine if the town's COLA policy is working as intended
  5. Future business:
    - a. Personnel Handbook policies review and updates
    - b. Classification schedules
    - c. Policy and procedures manual
    - d. 2024 Wage Adjustment
  6. Next meetings:

February 16, 2023, 6:30  
March 16, 2023, 6:30
- Meeting adjourned at 8:03