

**Personnel Board
Town of Shutesbury
February 16, 2023 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:39

1. Approved the minutes of January 26, 2023
2. 2024 Annual Wage Adjustment
 - a. The board reviewed the COLA calculation for fiscal Year 2024
 - b. The three rolling average increase based on the New England consumer price index is 3%
 - c. The board agreed and approved this increase for FY24
3. Conservation Commission Agent and Land Use Clerk position
 - a. We will need to hire a Land Use Clerk to replace the person who's leaving
 - b. If we hire a Conservation Commission Agent for 10 hours, the Land Use Clerk will be working five hours for ConCom and will support the Planning Board and Zoning Board of Appeals
 - c. Shutesbury met with Wendell and Leverett to discuss sharing a Conservation Commission Agent
 - i. All three towns will be losing their current person this spring
 - ii. The two other towns share a person who works 10 hours per week (Leverett 6 and Wendell 4 hours)
 - iii. The position averages 15-20 hours week in Shutesbury
 - iv. Consultants charge about \$100 per hour
 - v. The towns discussed have one town hire a full time person with benefits and contract the person to the other two towns
 - vi. Also discussed raising ConCom fees to help pay for this position
 - vii. The three towns use this person differently and would need to develop a common job description
 - d. We are waiting from the ConCom, Planning Board and ZBA with a recommend job structure and job descriptions
4. Future business:
 - a. Personnel Handbook policies review and updates
 - b. Classification schedules
 - c. Policy and procedures manual
 - d. Deputy Fire Chief position
5. Next meetings:

March 9, 2023, 6:30
April 20, 2023, 6:30
May 18, 2023, 6:30
June 15, 2023, 6:30

Meeting adjourned at 7:38