

**Personnel Board
Town of Shutesbury
March 9, 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)

Meeting came to order at 6:33

1. Reviewed the status of the following projects. All are still in progress and not ready for discussion by the Personnel Board:
 - a. Personnel Handbook policies review and updates
 - b. Classification schedules
 - c. Policy and procedures manual

2. Conservation Commission Agent and Land Use Clerk position
 - a. We are waiting from the Conservation Commission for a new job description for the Land Use Clerk position
 - b. The concept of sharing a person to support Conservation Commissions of the towns of Leverett, Wendell and Shutesbury has been put on hold.

3. Approved the minutes of February 16, 2023

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:

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

Meeting adjourned at 6:52