

**Personnel Board
Town of Shutesbury
April 20, 2023 (Virtual Zoom Meeting)**

Members present: April Stein, Melissa Makepeace-O'Neil and George Arvanitis. Member Absent: Peg Ross. Also present: Becky Torres (Town Administrator), Leonard Czerwanka (Fire Chief) and Grace Bannasch (Town Clerk)

Meeting came to order at 6:03

1. Approved the minutes of March 9, 2023
2. Meeting with the Fire Chief
 - a. The Town Administrator recommended background checks be performed for future deputies and two other positions. This requirement will be added to all job descriptions that have this requirement: Police Chief, Fire Chief and Deputy Fire Chief. This policy was voted and approved by the board.
 - b. The Fire Chief has requested responders be paid a minimum of four hours for each response:
 - i. This would help attract and retain fire fighters
 - ii. It was noted that this policy would be less costly than hiring a full time Fire Fighter if we didn't have an adequate number of volunteers
 - iii. Paying a minimum of three hours was discussed. This is the minimum hours of pay required for employees who are scheduled to work they, if sent home early - under state law's (454 CMR 27.00: Minimum wage)
 - iv. The board approved providing a minimum of three hours of pay to fire fighter responding to calls
 - v. The Chief will provide an estimate of the added cost of implementing this policy
3. Request to resurrect the assistant town clerk position
 - a. Need to expand institutional knowledge and provide backup
 - b. Job requirements have increased due to state mandates such as early voting and changes to open meeting laws
 - c. During elections the clerk generally falls behind on regular duties such as processing dog licenses
 - d. Also, during voting periods, it would allow regular duties and citizens' requests to be processed
 - e. The current job description is complete and no changes required
 - f. During training this person will work with Town Clerk and eventually work some independent hours to provide greater coverage
 - g. Now is a good time to start in anticipation of the next presidential election cycle
 - h. Cost will be \$9,620 for FY24
 - i. Requesting this become a permanent position
 - j. It was noted that if this position is filled by a nonresident of Shutesbury, they would not be able to run for the Town Clerk position, unless they moved to town
 - k. The board approved adding this position

4. The board was informed that Melody Chartier resigned from the Personnel Board.

5. Future business:

- a. Personnel handbook policies review and updates
- b. Classification schedules
- c. Policy and procedures manual

6. Next meetings:

May 18, 2023, 6:30

June 15, 2023, 6:30

Meeting adjourned at 7:20