

**Personnel Board
Town of Shutesbury
May 24, 2023 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:35

1. Approved the minutes of April 20, 2023
2. Annual Town Meeting report issues:
 - a. Reviewed job descriptions
 - b. Updating policy manual
 - c. Updating classification schedules
 - d. Working with the ConCom to consider creating a ConCom Agent position
 - e. Involved in hiring a new Fire Chief
 - f. Recommended reestablishing of the Assistant Town Clerk position
3. Becky will write up policy for new three hour minimum pay for Fire Fighter response policy
4. Assessor positions
 - a. Agreed to update the Administrative Assessor job description by changing hours worked from 20 hours per week to 20 hours per month
 - b. We may also need to increase the number of hours for the Assessor's Clerk. Becky will meet with the Assessor's Clerk to discuss the appropriate number of hours
5. Future business:
 - a. Personnel handbook policies review and updates
 - b. Classification schedules
 - c. Policy and procedures manual
6. Next meetings:

June 15, 2023, 6:30

Meeting adjourned at 7:10