

**Personnel Board
Town of Shutesbury
June 15, 2023 (Virtual Zoom Meeting)**

Members present: Peg Ross, April Stein, Melissa Makepeace-O'Neil and George Arvanitis.
Member Absent: None. Also present: ex-officio member, Becky Torres (Town Administrator)

Meeting came to order at 6:33 pm

1. Approved the minutes of May 24, 2023
2. Established a written policy for a three hour minimum pay for Firefighters:
 - a. Firefighters will be paid for a minimum of three hours when they are called in and respond, be it day or night. A firefighter will receive a three-hour minimum for each separate incident
 - b. Policy approved by the board
3. The Highway Superintendent will be retiring on September 30. The board approved the appointment of April to serve on the search committee for a new superintendent
4. Future business:
 - a. Personnel handbook policies review and updates
 - b. Classification schedules
 - c. Policy and procedures manual
5. Next meetings:

July 20, 2023, 6:30 pm
August 17, 2023, 6:30 pm

Meeting adjourned at 7:25 pm