

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

Members present: Peg Ross, April Stein, Melissa Makepeace-O'Neil and George Arvanitis.
Member Absent: None. Also present: None

Meeting came to order at 6:32 pm

1. Approved the minutes of June 15, 2023
2. George mentioned that someone at annual town meeting would consider filling the open position on the board. George will follow-up
3. Future business:
 - a. Personnel handbook policies review and updates – expect to be completed by our November meeting
 - b. Classification schedules – expect to be completed by our November meeting
 - c. Policy and procedures manual
4. Next meetings:
 - August 17, 2023, 6:30 pm
 - September 21, 2023, 6:30 pm
 - October 19, 2023, 6:30 pm
 - November 16, 2023, 6:30 pm

Meeting adjourned at 6:57 pm