

**Personnel Board
Town of Shutesbury
September 21, 2023 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:36 pm

1. Approved the minutes of July 20, 2023
2. Open position: One person is considering joining. Peg will ask the moderator to contact this person.
3. Steve Sullivan, an operator in the Highway department and the Tree Warden, was appointed to this position on September 12. His contract will start on September 29. The board will update the Highway Superintendent Job Description in the next meeting.
4. Upcoming contract negotiation by June 30, 2024:
 - a. Police union contract – Peg will be the Personnel Board representative
 - b. Town Administrator – George will be the Personnel Board representative
5. 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
 - d. Review the police contract wage and salary survey
6. Next meetings:

October 19, 2023, 6:30 pm
November 16, 2023, 6:30 pm
December 14, 2023, 6:30 pm

Meeting adjourned at 7:20 pm