

**Personnel Board  
Town of Shutesbury  
November 16, 2023 (Virtual Zoom Meeting)**

Members present: Peg Ross, April Stein, Melissa Makepeace-O'Neil, Ann Brigham, George Arvanitis and ex-officio member, Town Administrator Becky Torres. Member Absent: None  
Also present: Mary Anne Antonellis, Library Director; Gary Bernhard, Recycling & Solid Waste Committee; Mary David and Julie Martel

Meeting came to order at 6:33 pm

1. Approved the minutes of October 19, 2023
2. Request from the Library to increase the Library Assistant by three hours per week
  - a. New position needed to maintain level services
  - b. The library schedules and sets up many virtual meetings for many boards, committees and others activities in town. This started with Covid
  - c. Addition of broadband means librarian is responsible for outages at the library
  - d. Produces take home kits and programs for children, started in Covid. This enables people to participate in programs without being in the library. This is popular with families and has become a permanent addition to the library's services
  - e. It's expected that six additional hours will be needed in FY26
  - f. Personnel board recommends the three hour increase in FY25
3. Recycling Coordinator job description
  - a. Recycling Coordinator is moving out of town and presented an updated job description to be completed before hiring a replacement
  - b. Board reviewed, edited and approved the updated job description
4. Job description of the Highway Superintendent including Tree Warden
  - a. Reviewed and edited the job description including the addition of Tree Warden duties
5. Discussed status of future business:
  - a. Personnel handbook policies review and updates – draft expected to be presented to the board at the December meeting
  - b. Classification schedules – Being updated for current standards and expect a draft to be presented at the December meeting
  - c. Establish a policy regarding salary ranges in job descriptions
  - d. Policy and procedures manual – not a current priority
6. Next meetings:

December 7, 2023, 6:30 pm  
January 18, 2024, 6:30 pm  
February 15, 2024, 6:30 pm  
March 21, 2024, 6:30 pm

Meeting adjourned at 8:50 pm