

**Personnel Board  
Town of Shutesbury  
December 9, 2023 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:34 pm

1. Approved the minutes of November 16, 2023
2. Reviewed draft of updated classification schedules
  - a. Reviewed the list of positions in town and the grades assigned
  - b. April will provide the new criteria template
  - c. She will also provide the criteria analysis for each position
  - d. A few positions need to be analyzed and will be completed before the next meeting
  - e. All will be provided to the board members before the next meeting
3. Current status of the open positions:
  - a. Highway department:
    - i. The department hired two part time (as needed) employees for plowing
    - ii. One of these part time employees will become a full-time employee once they earn the commercial drivers license
    - iii. Note that the full-time employee is one of the part timers
  - b. Proposed Land Use Clerk Position:
    - i. The town has advertised this opening
    - ii. A few applicants have applied
    - iii. The board will review the job description at the next meeting
4. Melissa has updated the personnel handbook and will distribute it to the board members for discussion at the next meeting
5. Recycling Coordinator position on Shutesbury Recycling and Solid Waste Committee:
  - a. The current coordinator is moving out of town and is resigning
  - b. Becky will contact the coordinator to discuss the transition of duties to a new hire
  - c. The position is currently being advertised
6. Policy regarding noting salary ranges on the Job descriptions:
  - a. Established policy not to include salary data on these because they change annually and it would require annual maintenance to all job descriptions
  - b. Salaries will be added to copies distributed to candidates during the hiring process

Discussed status of future business:

- a. Conduct a salary alignment study to determine the effectiveness of the current annual cost of living adjustment policy
- b. Policy and procedures manual – not a current priority
- c. Status and result of Selectboard employee contract negotiations

7. Next meetings:

January 18, 2024, 6:30 pm

February 15, 2024, 6:30 pm

March 21, 2024, 6:30 pm

Meeting adjourned at 7: 39 pm