

**Personnel Board  
Town of Shutesbury  
March 21, 2024 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:43 pm

1. Approved the minutes of February 22, 2024
  2. Alignment study of employee pay rates:
    - a. Reviewed the analysis which compared the pay rates for 14 town positions to the rates of local small towns
    - b. Overall, most positions are below the local averages
    - c. The board also reviewed the annual COLA calculations for recent years and determined that using the three year rolling average of inflation indices caused a lag in the affect of recent inflation on the COLAs. We expect that the FY25 increase will close the gap to some extent
    - d. The board decided to complete this same study next year to:
      - i. Determine if the FY25 increases close the Gap to local averages
      - ii. Determine if further pay rate adjustments are needed for all positions
      - iii. Determine if the COLA policy needs to be modified to keep pay rates at local market levels
    - e. The board determined that two positions were too far below local small town averages and approved hourly rate increases as follows:
      - i. Assessor's Clerk by \$3.00
      - ii. Treasurer by \$1.70
    - f. These increases will close the gap to the local averages, but will not bring the pay rates up to average
  3. There have been a few responses to the posted Land Clerk position. The search is currently on hold due to changes in the Conservation Commission, but will hiring process will resume by the end of the fiscal year
  4. Regarding the status of the Cemetery Groundskeeper/Commissioner positions, the chair of the Cemetery Commission (Walter Tibbetts) is making changes to job description. The commission is in discussions with an interested candidate.
  5. School Union negotiations still active
  6. Discussed status of future business:
    - a. Updated classification schedules
    - b. Updated personnel handbook
    - c. Policy and procedures manual – not a current priority
    - d. Status and result of Selectboard employee contract negotiations
  7. Next meetings:

April 18, 2024 6:30 pm  
May 16, 2024 6:30 pm
- Meeting adjourned at 8:02 pm