

**Personnel Board
Town of Shutesbury
April 25, 2024 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:35 pm

1. Approved the minutes of March 21, 2024
2. The search for a Land Clerk is on hold. The current employee has been flexible and is helping through the transition for the new chair of the Conservation Commission. The process of hiring a replacement will resume later this year
3. The Cemetery Groundskeeper/Commissioner position was filled by a town resident who has landscaping experience.
4. Only one possible person expressed interest in the Administrative Secretary position after it was advertised. Will advertise for this job again
5. School union negotiations are still active with two or three meetings added through June
5. Annual report will be presented by April Stein
6. Discussed status of future business:
 - a. Updated personnel handbook
 - b. Review hiring practices for police and fire department employees
 - c. Updated classification schedules
 - d. Policy and procedures manual – not a current priority
 - e. Status and result of Selectboard employee contract negotiations
7. Next meetings:
 - May 16, 2024 6:30 pm
 - June 20, 2024 6:30 pm

Meeting adjourned at 7:29 pm