

Minutes Personnel Board Meeting Thursday, August 20, 2026 5:00pm

Present: Hayley Bolton, Meredith Pustell, Veronica Richter, Kathy Salvador, Jim Walton

Absent: Ann Brigham

Quick recap

The Personnel Board of the Town of Shutesbury held a meeting to review the agenda, elect a temporary chair, and discuss updates on job description check-in meetings. Meredith was elected as temporary chair, and Jim introduced himself as the new Select Board representative. The board received updates from Hayley and Kathy on meetings with various department heads, including the librarian, treasurer, police chief, town clerk, and accountant. The feedback from these meetings was positive, with employees appreciating the review process and expressing satisfaction with their roles, though some pain points like space constraints and administrative support were noted. Hayley shared that she had compiled the succession planning survey data and was working on documentation to aid future transitions. The board also discussed changing its regular meeting time to Wednesdays at 5:30 PM. The conversation ended with a motion to adjourn.

Summary

Personnel Board Temporary Chair Selection

The Personnel Board meeting of the Town of Shutesbury began with Hayley calling the meeting to order and noting the absence of Ann Brigham. The group discussed selecting a temporary chair for the session, with Meredith volunteering after no one else stepped forward. A motion was made and seconded for Meredith to serve as temporary chair, and the board voted in favor of the motion.

New Personnel Board Member Introductions

Jim introduced himself as the new Select Board representative on the

Personnel Board, replacing Melissa whose term limit expired. The other committee members, including Meredith, Kathy, and Veronica, also introduced themselves and shared their backgrounds in town service. The meeting focused on introductions and getting acquainted with new members, with no specific decisions or action items discussed.

Job Description Review Updates

Kathy and Hayley provided updates on their job description check-in meetings with department heads, including the librarian, treasurer, police chief, town clerk, and accountant. The meetings were well-received, with employees expressing satisfaction about the work and indicating they are not planning to leave soon, providing some breathing room for succession planning. Hayley compiled survey results into a spreadsheet and identified key areas for improvement, such as updating job descriptions, addressing space constraints, and potentially adding administrative support. The team plans to meet with the land use clerk next and will follow up with remaining department heads to gather additional input.

Staff Development and Succession Planning

Hayley suggested presenting to the Select Board information regarding staff needs, particularly professional development and conference attendance. Job descriptions will be updated by employees and reviewed again before going to the Select Board. Hayley then discussed succession planning and the need to create documentation for municipal operations, particularly for departments like Finance, to make onboarding easier and more efficient.

September All-Staff Meeting Planning

The team discussed scheduling the next all-staff meeting for September 1st, with Hayley noting it would be an opportunity to debrief recent meetings and share staff impressions. Hayley reported that HR is in a quiet period with all positions filled and no current vacancies. The group debated meeting times, with Veronica expressing difficulty with Thursday schedules due to personal commitments, and the team agreed to consider moving to Wednesdays at 5:30, which would work better for Meredith's schedule.

Committee Meeting Logistics Discussion

The committee discussed meeting logistics, confirming they would meet virtually on the third Wednesday of each month at 5:30 PM, with Hayley agreeing to send recurring calendar invites. The group discussed reviewing the draft meeting minutes that Kathy had circulated, though Meredith noted she couldn't formally approve them since she missed most of the previous meetings. The committee also briefly discussed the temporary chair position, with Jim suggesting they wait to appoint a permanent chair until all members, including Ann and a new member, are present.

Next steps

Hayley

- Compile all notes from job description check-in meetings, including those from Kathy and Ann, to create a comprehensive summary for the Personnel Board.
- Share the compiled succession planning survey spreadsheet with the Personnel Board.
- Nudge the remaining department heads to schedule their job description check-in meetings.
- Send out a recurring calendar invite for the new meeting schedule (third Wednesday of each month at 5:30 PM).
- Show Meredith how to do the meeting post.

Kathy

- Add Jim to the Personnel Board's distribution list and send him the draft minutes for review.

Collaboration

- Personnel Board: Review and approve the draft minutes at the next meeting.
- Personnel Board: Consider presenting the findings from the job description check-ins to the Select Board, especially regarding staff needs and professional development, in anticipation of budget season.
- Personnel Board: Decide on a permanent chair for the committee once the vacancy is filled and Ann is present.

The meeting adjourned at 5:27pm

These minutes were prepared using AI Companion

The meeting recording can be found here:

https://youtu.be/fB_vrHdPx_s

Next meeting 9/16/2026 5:30PM