

**Town of Shutesbury
Personnel Board Minutes
September 7, 2017**

Meeting Opened: 7:15 PM

Present: April Stein, Becky Torres, Anna Aaron, Ralph Armstrong and George Arvanitis (recording), Melissa Makepeace-O'Neil, Visitors: None

1. Approved the minutes from the meeting of July 24, 2017
2. Approved the minutes from the meeting of August 10, 2017
3. Personnel Actions: None
4. Review the draft of the new performance review policy:
 1. April distributed draft copies to the board members
 2. Modified the Performance Review Guidelines & Process
 - i. Added an introductory paragraph
 - ii. Added reference to the final filing of a completed Performance Review
 - iii. Added a paragraph at the end to identify roles
 3. No modifications were needed for the Setting Goals for Professional
 4. Reviewed the Employee Self Review of Goals document
 5. Added an introduction to the self review section to define the purpose of the sections to be completed by the employee (sections one and two)
 - i. Section One.
 1. Added bullets where the employee to complete
 2. Grammatical changes
 - ii. Section Two – Employee Self Review of Established Goals
 1. Changed heading to: Employees Ideas on How to Move Forward
 2. Added bullets for the employee to complete
 3. Grammatical changes
 - iii. Section Three – Input from Evaluator
 1. Modified the description to better define section
 2. Added bullets for the employee to complete
 - iv. Section Four – Employee and Evaluator(s) Meeting
 1. Modified the description to better define section
5. Reviewed the draft of the Goals Statement for Department Heads and Professional Employees. No changes.

6. Future meeting:

1. Review a final draft of the new performance review process and present to the Select Board
2. Review job description and requirements for the Administrative Secretary and consider combining this position's three pay rates
3. Consider combining three positions into a Land Use position

Next Meetings:

- September 14, 2017
- September 19, 2017
- October 19, 2017
- November 16, 2017

Adjourned: 8:40 PM