

**TOWN OF SHUTESBURY
PERSONNEL BOARD MEETING MINUTES
Thursday March 28, 2019**

Present: Anna Aaron, Becky, Torres, Melissa Makepeace-O'Neil, Peg Ross, Ralph Armstrong (acting Secretary)

Absent: Jim Walton

Meeting began: 7:04 PM

Old Business

- Approved Personnel Board Meeting Minutes from 02/21/2019.
- Approved Personnel Board Meeting Minutes from 03/20/2019 as amended.

New Business

- With exuberance the Personnel Board welcomed Peg Ross thanked her for joining the board.
- No Personnel Action Forms (PAF) presented at this time.
- Personnel Board held a discussion of the joint meeting on March 20, 2019 with the Select Board, Finance Committee, and the Personnel Board. The committees and boards in attendance recommended and approved a 3% salary increase for town employees (not covered by contracts or represented by Union negotiations).
- There was a brief discussion concerning Police Department staffing.
- Anna Aaron led a conversation, which began during the meeting on 3/20/2019, defining possible metrics to be used when reviewing salary increases for town employees. Metrics to be considered:
 - Current income
 - Demographics
 - Income by age range
 - Cost of Insurance
 - Data from towns of similar population size to Shutesbury
- Anna made motion: “That the Personnel Board, when reviewing a proposed change in any existing town employee position – such as but not limited to contract changes, salary, hours, impacts of new policies - or when considering the creation of a new position, will review comparative data from surrounding towns, at minimum from the following sources: MMHR, FRCG.”

- The motion carried by unanimous vote a Personnel Board meeting of March 28, 2019
- Post advertisement for Assistant Town Clerk
- Reviewing the job description for Administrative Assessor. The Town will proceed with two approaches:
 - Look into using a contractor
 - Hiring employee Administrative Assessor

Agenda Items for Future Meetings:

- Review Hours for Town Clerk
- Review Equal Employment Opportunity regulations and Code of Conduct for Town of Shutesbury

Future Meetings:

Next meeting is scheduled for April 18, 2019

Meeting ended: 8:35 PM