

**Personnel Board
Town of Shutesbury
February 1, 2024 (Virtual Zoom Meeting)**

Members present: Peg Ross, April Stein, Ann Brigham, George Arvanitis and ex-officio member, Town Administrator Becky Torres. Member Absent: Melissa Makepeace-O'Neil, also present: Walter Tibbetts, Cemetery Commissioner

Meeting came to order at 6:35 pm

1. Approved the minutes of December 9, 2023
2. Becky reported that the Police Department contract negotiations will begin in February
3. Reviewed Cemetery Groundskeeper position:
 - a. Two groundkeepers will be resigning, but will help out until replacements are hired
 - b. Walter Tibbetts presented a draft of an updated job description which was last updated in 1999. Edits were in two places:
 - i. Seven edits to Essential Duties and Responsibilities
 - ii. One edit under Work Environment
 - c. The board approved the updated job description
 - d. This could be performed by one person or two people working fewer hours each, depending on the candidate pool
 - e. The current pay grade for these positions has not been updated and step one is now below minimum wage
 - f. Walter is concerned that the currently \$17.53 pay rate is too low. The board agreed allow a rate up to \$18.00
4. Reviewed the Land Use Clerk Position
 - a. Two applications have been received
 - b. Becky will meet with the Conservation Commission to review them
5. A replacement Recycling Coordinator for the Shutesbury Recycling and Solid Waste Committee has been hired
6. Discussed and agreed on the Alignment study process – see future business
7. Discussed status of future business:
 - a. Updated classification schedules
 - b. Updated personnel handbook
 - c. Conduct a salary alignment study to determine the effectiveness of the current annual cost of living adjustment policy
 - d. Policy and procedures manual – not a current priority
 - e. Status and result of Selectboard employee contract negotiations
8. Next meetings:

February 15, 2024, 6:30 pm
March 21, 2024, 6:30 pm
April 18, 2024 pm

Meeting adjourned at 7:30 pm