

**Town of Shutesbury
Personnel Board Minutes
April 16, 2015**

Meeting Opened: 7:20 PM

Present: April Stein, Kathy Carey, George Arvanitis and Ralph Armstrong
Visitor: Becky Torres

- Approved the minutes from the meeting of March 12, 2015
- Contract negotiations update:
 1. Town Administrator contract is complete
 2. Fire Chief contract is complete
 3. Highway Superintendent contract is complete
 4. Police Officers: negotiations are in process
- Reviewed new voluntary position (no stipend) in the fire department: Engineer. Title is standard fire department title referring to fire truck drivers. Primary responsibility will be fire truck driver and operation of fire fighting apparatus.
- Discussed the Personnel Board's annual report for presentation at town meeting May 2, 2015.

Future Business:

1. Contract negotiations
2. Exit interview policy
3. Review salary step and employee salary\wage schedules

Next Meeting: May 21, 2015
June 18, 2015

Adjourned: 8:10 PM