

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

Meeting Opened: 7:17 PM

Present: April Stein and George Arvanitis, Visitor: Becky Torres & Marie Anne Antenollis (Library Director)

- Review Job Description for Library Assistant
  1. Determined that this position is a grade six based on Shutesbury Job Rating Criteria.
  2. Reviewed and approved the updated job description.
  
- Assessor's Clerk position is filled.
  
- Approved the minutes from the meeting of May 20, 2015
  
- Reviewed and approved the Equipment Operating/Truck Driver job description with no changes. The department is currently searching for a replacement.

**Future Business:**

1. Discussion of priorities over the next fiscal year
2. Contract negotiations
3. Exit interview policy
4. Review salary step and employee salary\wage schedules

**Next Meeting:** August 20, 2015

Adjourned: 8:46 PM