

**Town of Shutesbury
Personnel Board Minutes
August 27, 2015**

Meeting Opened: 7:25 PM

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

1. Approved the minutes from the meeting of August 16, 2015
2. Assigned committee officers: George Arvanitis will be the Chair and Ralph Armstrong the Secretary of the committee.
3. Classification/Grade for Shutesbury Job Descriptions. The Select Board has requested that the Personnel Board review the Shutesbury personnel system job rating specification. April will review the Municipal Position Classification Rating System which is the standard used by many municipalities.
4. Personnel Actions:
 - a. Approved the PAF to hire new police officer: Linda Newcomb
 - b. Approved the PAF to hire the Assistant Librarian: Cynthia Coffin

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
5. Review performance review process

Next Meeting:

- September 24, 2015
- October 22, 2015
- November 19, 2015
- December 17, 2015

Adjourned: 8:46 PM