

**Town of Shutesbury  
Personnel Board Minutes  
December 17, 2015**

Meeting Opened: 7:20 PM

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

1. Approved the minutes from the meeting of October 22, 2015
2. Ralph Armstrong was reminded to update Personnel Board Web site making it current.
3. George Arvanitis will email the Web Committee to get access to the Personnel Committee email address.
4. Review the manager and professional employee evaluations process.
  - a. Highway Superintendent has a new contract.
  - b. Personnel Committee reviewed the categories on the May 2010 form.
  - c. Personnel review will use form (May 2010), To establish baseline.
  - d. Employee will establish goals (second step) and will be reviewed in one month later.
5. Special municipal employee documentation to add to new employee, new volunteer package.
  - a. redefining special municipal employee
  - b. letting the employee know they are in a special status
  - c. these volunteers have a 800 hours threshold

Personal Committee approved.

6. Personnel Actions:
  - a. Approved the PAF to hire new Fire Fighter: Lee Elder

**Future Business:**

1. Priorities for up-coming projects
  - a. Exit interview policy (priority 2)
  - b. Volunteer and new employee package (priority 3)

c. Grading and Pay assignments (priority 4)

2. Contract negotiations
3. Review salary step and employee salary\wage schedules

**Next Meeting:**

- January 21, 2016

Adjourned: 8:22 PM