

**Town of Shutesbury
Personnel Board Minutes
March 29, 2018**

Meeting Opened: 7:27 PM

Present: Becky Torres, Ralph Armstrong, Anna Aaron, Melissa Makepeace-O'Neil, April Stein and George Arvanitis (recording) **Non-Members Present:** **Select Board:** Melissa Makepeace-O'Neil and Michael DiChiara; **Others:** Jeff Lacy

1. Personnel Actions: None
2. Police Chief position:
 - a) Select Board recommended the Police Chief must live within 35 minutes (as determined by a third party) of town hall. Personnel Board approved this change to the Police Chief job description.
 - b) Additional Duties and responsibilities. Approved adding "Town Administration" to individuals to be contacted along with the dog officer when the police respond to a dog complaint
 - c) Discussed make up of the search committee
 - d) Appointed Anna Aaron to Police Chief search committee
3. Reviewed updated job description for Town Administrator with changes from town counsel:
 - a) Under Departments: Added wording to be expect about that delegation of the Select Board responsibilities to the Town Administrator
 - b) Approved the town counsel changes
4. Approved the minutes from the meeting of March 8, 2018
5. Approved the minutes from the meeting of March 15, 2018
6. Discussed creating a policy of setting salary for year one of all negotiated contracts and setting subsequent year's increases in those contracts, based on approved annual increases for all town employees
7. Grade new Town Administrator job description
 - a) Rated position with total points of 840
8. Discussed meeting with department heads to introduce new Town Administrator responsibilities;
 - a) Open meeting department heads incorporated Select Board and Personnel Board
 - b) Organize a meeting in the format of all boards meeting

- c) Issue a letter to the department heads including the changes to the Departments and Supervisory Responsibilities section of the Town Administrator job description

9. Future business:

- a) Meet with Select Board and employees reporting to Town Administrator
- b) Update the Employee Hand Book
- c) Review implementing a new salary and wage chart

Next Meetings:

- April 19, 2018
- May 17, 2018
- June 21, 2018

Adjourned: 9:14 PM