

**TOWN OF SHUTESBURY
PERSONNEL BOARD MEETING MINUTES
August 30, 2018**

Present: Anna Aaron, Becky, Torres, Jim Walton, Ralph Armstrong (acting Secretary)

Absent: Melissa Makepeace-O'Neil

Meeting began: 7:05 PM

Old Business: The committee approved minutes from August 3, 2018 with amendments pertaining to contract negotiation guidelines.

New Business

- The Personnel Board, with great pomp and ceremony, welcomed Jim Walton to the board as the representative from the FINCOM.
- Personnel Board Chairperson, Anna Aaron, distributed a draft copy of discussion points for guidelines for contract negotiations.
- Personnel Board has made a request, through the Town Administrator, that the Fire Chief submit copies of the Reports defined in the current Fire Chief contract.
- Gabe Volker will continue to work on as Town Treasurer (in part time capacity) while the town selects a new Town Treasurer. The she will assist in the training of the new Treasurer. The Personnel Board has made a recommendation to the Select Board, creating a Assistant Town Treasurer position for the purpose of training the new Town Treasurer. Jim Walton made recommendations defining the creation of the Assistant Town Treasure position.

While discussing the position of Town Treasure, the committee discussed the salary chart pertaining to possible structural modification that would make the chart more representative of its intended use.

- Anna Aaron will write the Personnel Board Annual Report for FY18.

The Personnel Board enjoyed moments of reflection about previous Personnel Board leadership. It was then followed by statement of enthusiastic support for Anna Aaron, the current Chairperson.

Next meeting: September 20, 2018, 7:00 PM

Meeting ended: 8:17 PM