

**Town of Shutesbury
Personnel Board Meeting
December 15, 2011**

Meeting Opened: 7:23 PM

Present: April Stein, Ralph Armstrong, Becky Torres, Kathy Carey & George Arvanitis

Recurring Business

- Review and approve minutes from October 20, 2011 meeting

Personnel Tasks

- Approved appointment of Jason Viadero as a fire fighter,
- Approved appointment of Paul DeMarco as a fire fighter.

Old Business

- Received a copy of the police union contract to review for next meeting. The negotiation committee for the police contract requires members from the Personnel Board, Select Board & Finance Committee. Approved Ralph Armstrong to be the Personnel Board representative.
- Becky will update the orientation section in the Personnel Board handbook and will follow-up with the Town Clerk and Treasurer regarding their responsibilities during employee orientations.
- Becky, Kathy & April will incorporate all approved changes from current and prior years in the employee handbook.
- George will write steps for the employee evaluation process.
- Approved assignment PB members for contract negotiations:
 1. George for Highway Superintendent
 2. April for Town Administrator
 3. Kathy for Fire Chief

New Business

- Approved a change to the PAF process allowing the Personnel Board chair to sign PAFs before a meeting with the Personnel Board for final approval.

Next Meeting: January 19, 2012

Adjourned: 8:52