

## Meeting of Shutesbury, MA Personnel Board Thursday June 15, 2023 6:30 PM EDT

\* Virtual Meeting

Virtual

Topic: Personnel Board

Time: Jun 15, 2023 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/81448758910?](https://us02web.zoom.us/j/81448758910?pwd=VTJJCdDV2MW51ZEJTaUlrLzR2TzhyZz09)

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Meeting ID: 814 4875 8910

Passcode: z8sr7S

1-646-558-8656

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Passcode: 592446

- Approve minutes of May 24, 2023
- Review written policy for new three-hour minimum pay for Fire Fighter response time
- Continue discussion of Assessor positions (Administrative Assessor job description, Assessor's Clerk hours)
- Ongoing business: Status of:
  - a. Personnel handbook policies review and updates
  - b. Classification schedules
  - c. Policy and procedures manual