

**Town of Shutesbury  
Personnel Board Minutes  
August 23, 2012**

Meeting Opened: 7: PM

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

**Recurring Business**

- Approved the minutes of June 21, 2012

**Personnel Tasks**

- April signed the FY 12\13 Personnel Action Forms for all employees

**Old Business**

- The negotiations of the police contract are complete and the Selectboard is scheduled to review and approve on June 30.
- Discussed the design of the personnel data base to track employee records. Becky will review fields on the salary schedule and provide feedback to Ralph for the new application.

**Future Business**

- Becky will distribute job descriptions to the following employees for comment:
  1. Highway Superintendent
  2. Town collector
  3. Treasurer
  4. Accountant
  5. Town Administrator
  6. Fire chief
  7. Gatekeeper
- Updates of the job rating scale and reviewing Job descriptions.

**Next Meeting:** September 20, 2012  
October 18, 2012  
November 15, 2012  
December 20, 2012

Adjourned: 8: