

**Town of Shutesbury
Personnel Board Minutes
November 1, 2012**

Meeting Opened: 7:22 PM

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

Recurring Business

- None

Personnel Tasks

- Defragmented the Personnel Board PC

Old Business

- Job Descriptions were distributed to the following employees:
 - a. Highway Superintendent
 - b. Town collector
 - c. Treasurer
 - d. Accountant
 - e. Town Administrator
 - f. Fire chief
 - g. Gatekeeper

None of these employees requested changes.

Future Business:

- Assistant Town Clerk position
- Review of financial team compensation
- Employee handbook updated
- Employee evaluations

Next Meeting: November 15, 2012
December 20, 2012
January 17, 2013
February 21, 2013
March 21, 2013
April 28, 2013

Adjourned: 9:16