

**Town of Shutesbury
Personnel Board Minutes
November 15, 2012**

Meeting Opened: 7:31 PM

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

Recurring Business

- Approved the minutes of November 1, 2012

Personnel Tasks

- ZBA is requesting clerical help to process maintains files, mails\publishes & notices, take minutes and drafts reports. Discussed possibility of a paid ZBA alternate on the board. New zoning rules with and many extra special permits requested. Personnel Board will provide a job description to the ZBA for review. Once complete we'll review the salary grades of the position.
- Assistant Town Clerk remains vacant. Met with the Town Clerk who noted that it's been beneficial to have the same person as the Town Clerk and Administrative Secretary, a concept suggested by a prior selectboard member. Email and state requirements for electronic postings has added to work load. Becky and Leslie will review their positions and others in town to see what duties maybe able to be delegated to a new non-benefited (per-diem) position. Discussed option of creating a new budget line funded by the closure of the assistant town clerk and hire various per diems to support different managers.

Old Business

- Financial Team Salaries – FCOG requested compensation data for all towns and is developing a report. This will be distributed near the end of the year.
- Employee evaluations. Town Administrator will meet with the managers and review the process.

Future Business:

- Discussed updating the employee handbook. Decided to devote the next meeting of personnel board to update the job descriptions and update the employee handbook.

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

Adjourned: 8:52