

Personnel Committee Meeting, Virtual January 21, 2021
Meeting called to order: 7:05 p.m.

Present: Ralph Armstrong, Chair; Melody Chartiers, Peg Ross Becky Torres, Shutesbury Town Administrator

Absent: Melissa Makepeace

1. Personnel Policies Handbook, Personnel By-Law and Appendices A-J need to have amendments incorporated before handbook is completed and distributed to department heads. Becky will provide a master list of what we have and what the Board still needs to review.
2. Ralph will sign current Personnel Action Forms.
3. Shutesbury's Police Chief will resign effective March 6, 2021. Melody will represent the Personnel Board on the Selectboard's search committee for a new Chief.
4. The Selectboard, Finance Committee, and Personnel Committee will meet to discuss COLA's for town and union employees in March.
5. Personnel Board will meet via Zoom on February 11 at 6:00 p.m. to review current Police Chief job description and salary; employee manual and policies.

Meeting adjourned: 7:56 p.m.

Notetaker Peg Ross