

**Personnel Board  
Town of Shutesbury  
June 10, 2021 (Virtual Zoom Meeting)**

Members present: Melissa Makepeace-O'Neil, Melody Chartier and George Arvanitis. Also present: Becky Torres and Kevin Rudden

6:05: Meeting came to order

Town Administrator informed committee that Town Assessor has accepted a 30 hour per week Assessor position in Holliston MA, but he plans to hold his current position in Shutesbury. The Assessor is requesting that his hours be reduced from 20 to 12 per week and that the Assessor clerk's hours be increased to 20 hours from 12.5. This would require shifting some lower-level Assessor duties to the clerk and changing the title to Assessor's Assistant and setting an appropriate pay rate. This would result in an increase in coverage for the public to five days per week (up from four days).

The Assessor will be able to work 20 hours through June 30.

Assessor indicated that he is doing the duties described in the Board of Assessor's job descriptions. The Personnel Board will evaluate and update the Assessor department positions - job descriptions and the pay for each position – as appropriate.

Next meeting: June 24 at 6:00.

Meeting adjourned at 6:30