

**Personnel Board
Town of Shutesbury
October 21, 2021 (Virtual Zoom Meeting)**

Members present: Peg Ross, Melody Chartier and George Arvanitis Also present: Becky Torres (Town Administrator) Absent Melissa Makepeace-O'Neil

Meeting came to order at 6:23

1. Approved the minutes of September 30, 2021
2. Discussed Tax Collector, Assistant Tax Collector and Treasurer positions
 - a. The Shutesbury Collector and Treasurer positions are paid lower rates than Franklin County averages
 - b. Assistant collector position after training, will only work when the Tax Collector is unavailable and will perform the same duties as the Tax Collector
 - c. The Board agreed to rename Assistant Collector to Associate Collector to reflect this roll more accurately
 - d. Becky to discuss interest of Treasurer in applying for the of Associate Collector position
 1. Possibility of combining the Treasure and Collectors in the long run, which is common for most smaller towns
 2. The Treasurer would be the best person for this job given the relationship between these two responsibilities
 - e. Becky will request that both the Tax Collector and Treasurer attend the next Personnel Board meeting
3. Reviewed salaries of Tax Collectors in the state and Franklin County and voted to recommend to the Finance Committee, an increase in this hourly rate from \$25.34 to \$27.00. This rate is in line with market values in Franklin County.
4. Reviewed salaries of Treasurers in the state and Franklin County and voted to recommend to the Finance Committee, an increase in this hourly rate from \$21.76 to \$25.00. This rate is in line with market values in Franklin County.
5. Remaining positions subject to pay reviews in future meetings are:
 - a. Accountant
 - b. Administrative Assessor
 - c. Assessor Clerk
 - d. Equipment Operator
 - e. Librarian
 - f. Town Clerk
6. Classification Schedule – Becky and April will meet to review the current schedules for future board meeting discussions
7. Next meetings: November 4, 2021, 6:15
 November 18, 2021, 6:15
 December 20, 2021, 6:15

Meeting adjourned at 7:41