

**Personnel Board
Town of Shutesbury
December 16, 2021 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:22

1. Approved the minutes of November 18, 2021
2. Classification Schedule
 - a. Becky had not heard back from the Director of Human Resources in Amherst, Dr. Donna Rae Kenneally
 - b. April contacted HR Associates – consultants that support municipal HR depts and discussed their Job Classification tool (software) used to grade each position to determine pay rates
 - c. April asked if tool is available to Shutesbury and waiting for a response
 - d. Personnel Board agreed to proceed with the Shutesbury current classification schedule with new categories added:
 - i. Complexity
 - ii. Confidentiality
 - iii. Problem Solving Skills and Efforts
 - iv. Interactions with Others and Customer Service
 - v. Supervision Received and Given
 - e. April and Becky added these five criteria to the S class system to present at our next meet
3. Personnel Board voted that It's the board's policy to fund the FY23 budget at the appropriate number of hours for non-benefitted employees
4. Reviewed 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
5. Determined preliminary rates to propose for remaining positions
 - a. To reflect market for purpose of retaining staff and maintaining adequate rates to attract future replacements
 - b. We will evaluate these preliminary rates compared to latest county wages (FY 2022) to be published soon
 - c. May adjust for one year as last market data used was for FY21
6. Next meetings: January 20, 2022, 6:30
 February 17, 2022, 6:30
 March 17, 2022, 6:30

Meeting adjourned at 7:54