

**Personnel Board
Town of Shutesbury
January 27, 2022 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:35

1. Classification Schedule:

- a. Located current the Amherst Schedule
- b. BT will request permission from HR Associates to use the Amherst Schedule

2. Job Descriptions:

- a. Fire study committee has recommended changes to the Fire Chief job description and HR will review at our next meeting
- b. Discussed job descriptions for the positions having their pays reviewed. We will need to review the Accountant, Equip Oper and Librarian descriptions. All others are update – last 3 to 5 years.

3. Salary Chart

- a. Updated salary reviews to reflect the new (FY 2022) county wages and salary survey
- b. Determined that we need to adjust nine position that are significantly below the county average pay rates:
 - i. Accountant
 - ii. Administrative Assessor
 - iii. Assessor Clerk
 - iv. Collector
 - v. Equipment Operator
 - vi. Librarian
 - vii. Police Chief
 - viii. Town Clerk
 - ix. Treasurer
- c. Also need to adjust proposed new pay rates for FY23 COLA
- d. The purpose of these adjustments are as follows:
 - i. Need to pay market value for employee retention
 - ii. Need to pay market to attract quality job applicants
 - iii. Will need to pay market for replacements (retirements)
 - iv. Saves cost of turnover
 - v. Limited pool of labor for some specialized municipal positions
 - vi. Many towns contract out for services (third party) for much higher rates (to cover benefits, admin costs and profit)
 - vii. Current labor shortage

4. Next meetings: February 17, 2022, 6:30
 March 1, 2022 with Finance Committee & Selectboard
 March 10, 2022, 6:30

Meeting adjourned at 8:05