

**Personnel Board
Town of Shutesbury
August 25, 2022 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:46

1. Approved the minutes of August 4, 2022
2. Discussed the need for policy and procedures document for each department
 - a. Evident that departments don't have written policies and procedures
 - b. Recommend that selectboard ask managers to produce these
 - c. These should be written for each key responsibility within each department
 - d. Personnel Board should develop a template or example for department heads
 - e. Include the positions responsible for these
 - f. Melody and George will individually research further and provide examples in our next meeting
3. The Personnel Board agrees that during the hiring process, candidates should be informed of the starting salary range
 - a. Becky confirmed that salary ranges are provided to the candidate during the hiring process
 - b. Agreed that the Personnel Board should be involved in determining salary range for position before posting job openings
 - c. Personnel Board will perform a market alignment analysis to determine pay ranges before job postings
 - d. Classification schedules should be completed soon to accommodate this policy – goal of end of October
4. Discussed inclusion of wage and salary ranges or minimal salary in job descriptions and agreed to remove these from all job descriptions because it changes annually and provides no additional benefit to the description
5. Future business:
 - a. Personnel Handbook policies review and updates
6. Next meetings:
 - September 15, 2022, 6:30
 - October 20, 2022, 6:30
 - November 17, 2022, 6:30
 - December 15, 2022, 6:30

Meeting adjourned at 8:02