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

Meeting came to order at 6:33

1. Reviewed the status of the following projects. All are still in progress and not ready for discussion by the Personnel Board:
   a. Personnel Handbook policies review and updates
   b. Classification schedules
   c. Policy and procedures manual

2. Conservation Commission Agent and Land Use Clerk position
   a. We are waiting from the Conservation Commission for a new job description for the Land Use Clerk position
   b. The concept of sharing a person to support Conservation Commissions of the towns of Leverett, Wendell and Shutesbury has been put on hold.

3. Approved the minutes of February 16, 2023

4. Future business:
   a. Personnel Handbook policies review and updates
   b. Classification schedules
   c. Policy and procedures manual
   d. Deputy Fire Chief position

5. Next meetings:
   April 20, 2023, 6:30
   May 18, 2023, 6:30
   June 15, 2023, 6:30

Meeting adjourned at 6:52