Members present: April Stein, Melissa Makepeace-O’Neil and George Arvanitis. Member Absent:. Peg Ross. Also present: Becky Torres (Town Administrator), Leonard Czerwanka (Fire Chief) and Grace Bannasch (Town Clerk)

Meeting came to order at 6:03

1. Approved the minutes of March 9, 2023

2. Meeting with the Fire Chief
   a. The Town Administrator recommended background checks be performed for future deputies and two other positions. This requirement will be added to all job descriptions that have this requirement: Police Chief, Fire Chief and Deputy Fire Chief. This policy was voted and approved by the board.
   b. The Fire Chief has requested responders be paid a minimum of four hours for each response:
      i. This would help attract and retain fire fighters
      ii. It was noted that this policy would be less costly than hiring a full time Fire Fighter if we didn’t have an adequate number of volunteers
      iii. Paying a minimum of three hours was discussed. This is the minimum hours of pay required for employees who are scheduled to work they, if sent home early - under state law’s (454 CMR 27.00: Minimum wage)
      iv. The board approved providing a minimum of three hours of pay to fire fighter responding to calls
      v. The Chief will provide an estimate of the added cost of implementing this policy

3. Request to resurrect the assistant town clerk position
   a. Need to expand institutional knowledge and provide backup
   b. Job requirements have increased due to state mandates such as early voting and changes to open meeting laws
   c. During elections the clerk generally falls behind on regular duties such as processing dog licenses
   d. Also, during voting periods, it would allow regular duties and citizens’ requests to be processed
   e. The current job description is complete and no changes required
   f. During training this person will work with Town Clerk and eventually work some independent hours to provide greater coverage
   g. Now is a good time to start in anticipation of the next presidential election cycle
   h. Cost will be $9,620 for FY24
   i. Requesting this become a permanent position
   j. It was noted that if this position is filled by a nonresident of Shutesbury, they would not be able to run for the Town Clerk position, unless they moved to town
   k. The board approved adding this position
4. The board was informed that Melody Chartier resigned from the Personnel Board.

5. Future business:
   a. Personnel handbook policies review and updates
   b. Classification schedules
   c. Policy and procedures manual

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

Meeting adjourned at 7:20