

**Personnel Board
Town of Shutesbury
October 19, 2023 (Virtual Zoom Meeting)**

Members present: Peg Ross, April Stein, Melissa Makepeace-O'Neil, Ann Brigham, George Arvanitis and ex-officio member, Town Administrator Becky Torres. Member Absent: None
Also present: None

Meeting came to order at 6:35 pm

1. Approved the minutes of September 21, 2023
2. Discussed upcoming contract negotiation and reviewed the Franklin County Wage and Salary information for the two upcoming negotiations:
 - a. Police union contract – Peg will be the Personnel Board representative
 - b. Town Administrator – George will be the Personnel Board representative
3. Job description of the Highway Superintendent including Tree Warden
 - a. Becky will provide Tree Warden description to April
 - b. April will provide a draft Superintendent job description and distribute it for before the next board meeting
4. Discussed status of future business:
 - a. Personnel handbook policies review and updates – draft expected to be presented to the board at the November meeting
 - b. Classification schedules – Being updated for current standards and expect a draft to be presented at the November meeting
 - c. Policy and procedures manual – not a current priority
5. Next meetings:

November 16, 2023, 6:30 pm
December 14, 2023, 6:30 pm

Meeting adjourned at 7:36 pm