

**Personnel Board
Town of Shutesbury
February 22, 2024 (Virtual Zoom Meeting)**

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

Meeting came to order at 6:32 pm

1. Approved the minutes of February 1, 2024
2. Open positions:
 - a. Land Use Clerk Position is not filled
 - b. Cemetery Groundskeeper position: The opening was advertised\announced
 - c. Recycling Coordinator was sworn in
3. Alignment study process – New data received and preliminary study will be reviewed at the next meeting
4. Pay increases:
 - a. Two police officer finished the academy
 - i. The police union contract requires a raise for each and their pay rates will be increased to \$23.03 per hour
 - ii. Board approved the pay increases
 - b. Highway Superintendent is requesting a \$1.46 (6.1%) increase to \$25.49 for the sole operator
 - i. Only two current full time employees, working to obtain the Commercial Drivers License to fill the open position
 - ii. Franklin county base is \$27.00
 - iii. New high will be paid \$23.33, step one for the grade
 - iv. Board approved the pay increase for the operator
5. Reviewed the cost of living adjustment calculation for Fiscal Year 2025 and approved the 3.32% COLA
6. Becky reported that the Police Department contract negotiations have not started
7. Discussed status of future business:
 - a. Updated classification schedules
 - b. Updated personnel handbook
 - c. Policy and procedures manual – not a current priority
 - d. Status and result of Selectboard employee contract negotiations
8. Next meetings:

March 21, 2024, 6:30 pm
April 18, 2024 6:30 pm

Meeting adjourned at 7:21 pm