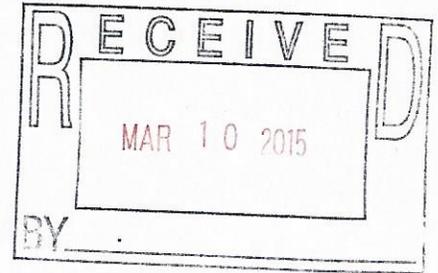


**Town of Shutesbury
Personnel Board Minutes
February 12, 2015**



Meeting Opened: 7:15 PM

Present: April Stein, Kathy Carey, George Arvanitis and Ralph Armstrong
Visitor: Michael Vinsky

1. Approved the minutes from the meeting of December 12, 2014
2. Personnel Actions: None
3. Prepare for contract negotiations. The board\committee representatives and preliminary schedule for each contract are as follows:
 - Highway Superintendent – 2/20/2015 @ 10:00 AM*
PB: April Stein, FC: Eric Stocker, SB: Michael Vinsky
 - Town Administrator – 2/19/2015 @ 7:00 PM*
PB: George Arvanitis, FC: Al Hanson, SB: Elaine Puleo
 - Fire Chief – 3/9 or 3/23/2015 @ 6:00 PM*
PB: Kathy Carey, FC: George Arvanitis, SB: Elaine Puleo
 - Police Officers - 2/25/2015 @ 8:00 AM*
PB: Ralph Armstrong, FC: Rus Wilson, SB: April Stein

* All dates are contingent on employee and committee confirmation

Representatives: PB: Personnel Board, FC: Finance Committee, SB: Select Board

1. Discussed the opening in the Administrative Secretary position. Made two changes to the job description, but did not change hours required. The open position will be advertised.
2. FY 2016 pay increase for employees – will discuss with Finance Committee.

Future Business:

1. Review Town Clerk job description
2. Confirm contract negotiations
3. Review salary step and employee salary\wage schedules
4. Explore regionalizing the Police Department with other communities

Next Meeting: March 19, 2015
April 16, 2015
May 21, 2015
June 18, 2015

Adjourned: 8:52 PM

*Approved 3/19/15
per Member George Arvanitis*