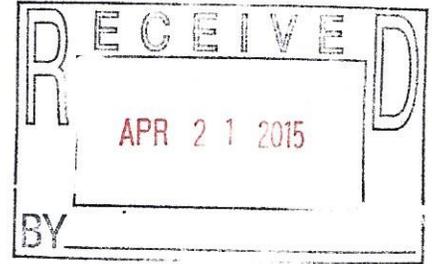


**Town of Shutesbury
Personnel Board Minutes
March 12, 2015**



Meeting Opened: 7:23 PM

Present: April Stein, Kathy Carey, George Arvanitis and Ralph Armstrong
Visitor: Becky Torres

- Approved the minutes from the meeting of February 12, 2015
- Personnel Actions: New Select Board Secretary: Linda Avis-Scott
- Reviewed the Town Clerk job description
- Town Administrator's contract has been completed
- Upcoming contract negotiations. The board\committee representatives and preliminary schedule for each contract are as follows:
 - Highway Spnt – Met on 2/20/2015, next meeting on 3/26/15 @ 6:30 PM
PB: April Stein, FC: Eric Stocker, SB: Michael Vinskey
 - Fire Chief – 3/23/2015 @ 6:00 PM
PB: Kathy Carey, FC: George Arvanitis, SB: Elaine Puleo
 - Police Officers - 4/3/2015 @ 7:30 AM and 8:00 AM with police and union*
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

- Reviewed a request to expand the Town Clerk position's hours. It was determined that this is an elected position and the number of hours worked are at the discretion of the Town Clerk. The town can control the funding for the salary line for the position.
- Review salary step and employee salary\wage schedules. All steps and grades were increased by 2% or the contractual obligated increases.

Future Business:

1. Contract negotiations
2. Exit interview policy
3. Review salary step and employee salary\wage schedules

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

Adjourned: 8:09 PM