

**Town of Shutesbury
Personnel Board Minutes
October 22, 2015**

Meeting Opened: 7:22 PM

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

1. Approved the minutes from the meeting of August 27, 2015
2. Ralph Armstrong to update Personnel Board Web site making it current.
3. George Arvanitis will email the Web Committee to get access to the Personnel Committee email address.
4. Discussion about open positions on the Personnel Board. How to recruit new members. George will write article for Our Town about joining the Personnel Board.
5. Personnel Actions:
 - a. Approved the PAF to hire new Fire Fighter: Lee Elder

Future Business:

1. Priorities for up-coming projects
 - a. Performance reviews (manages, employees) (priority 1)
 - b. Exit interview policy (priority 2)
 - c. Volunteer and new employee package (priority 3)
 - d. Grading and Pay assignments (priority 4)
2. Contract negotiations
3. Exit interview policy (priority 2)
4. Review salary step and employee salary\wage schedules

Next Meeting:

- November 19, 2015
- December 17, 2015
- January 21, 2016

Adjourned: 8:43 PM

Approved: 12/17/2015