

**Town of Shutesbury  
Personnel Board Minutes  
October 20, 2016**

Meeting Opened: 7:28 PM

**Present:** April Stein, Ralph Armstrong and George Arvanitis (recording).

1. Approve the minutes from the Meeting of July 21, 2016
2. Approve the minutes from the Meeting of September 27, 2016
3. Personnel Actions
  - a. Approved new positions: Fire Fighter – Benjamin C. Drake
4. Department head reviews have been completed and the finance staff is next.
5. Assigned April Stein to represent the personnel Board for the Police Chief contract negotiations.
6. Future Business:
  - a. Set goals for fiscal year 2017
  - b. Employee Reviews:

**Next Meeting(s):**

- November 29, 2016
- December 15, 2016

Adjourned: 8:20 PM