

**Town of Shutesbury  
Personnel Board Minutes  
January 19, 2017**

Meeting Opened: 7:27 PM

**Present:** April Stein, Becky Torres, Melissa Makepeace, Ralph Armstrong and George Arvanitis (recording). **Absent:** Anna Aaron

1. Approved the minutes from the Meeting of December 22, 2016
2. Personnel Actions:
  - a. Approved resignation of Christopher Hasbrouck – Fire Fighter – effective January 1, 2017.
  - b. Approved resignation of Lawrence Reynolds as of January 1, 2017.
3. Job Description:
  - a. Reviewed the job descriptions for Town Clerk and added missing duties related to posting warrant articles, preparing nomination papers for local elections, licensing dogs and reporting dog census to the state. Also added prepare the annual town clerk's report and serves on the web committee.
  - b. Reviewed the job descriptions for Assistant Town Clerk and added licensing dogs.
  - c. Reviewed the job descriptions for Administrative Secretary. Town Administrator will research number of hours per week required for position. Removed web committee service and changed to "Reports to: The Town Administrator". Updated bullet five to note as directed by the Town Administrator and bullet seven and "prepares the Annual Town Report". Eliminate coordinates interaction with the Franklin County Cooperative Inspection Office. Added "Maintains the electrical inspection report file.
  - d. Reviewed job description for Town Administrator. One grammatical edit and eliminated duty of back-up to the Emergency Management Director in monitoring the water level at Lake Wyola.
4. Anna Aaron was appointed to the Personnel Board by the Town Administrator
5. Future Business
  - a. Set goals for fiscal year 2017
  - b. Review employee classifications
  - c. Update handbook

**Next Meetings:**

- February 23, 2017
- March 16, 2017
- April 13, 2017

Adjourned: 8:33 PM