

**TOWN OF SHUTESBURY**  
**PERSONNEL BOARD MEETING MINUTES**  
**Thursday February 22, 2018**

Present: April Stein, Anna Aaron, Becky, Torres, Melissa Makepeace-O'Neil, Ralph Armstrong (acting Secretary)

Absent: George Arvanitis

Meeting began: 7:19 PM

**Old Business**

**Job Descriptions:**

Police Chief Job Description was reviewed.

Following sections of the job description were reviewed:

- Moving Community Policing and its scope to the section, Essential Duties and Responsibilities
  
- In the section, Education, Experience, Skills, License Requirements, the committee reviewed the requirement: Ability to deal *effectively* with the public, employees, and town officials. The committee agreed to leave the word *effectively* in the line item.
  
- The committee discussed the requirement of the Police Chief living within 10 miles of the Shutesbury Town boarder. The committee chose to leave the wording as is.

**New Business**

Personnel Action Form approved for Benjamin Caulton approved by Personnel Board.

**Agenda Items for Future Meetings:**

Meeting scheduled for March 1, 2018 will discuss the Town Administrator Job Description

Meeting ended: 8:01 PM