

**Town of Shutesbury
Personnel Board Minutes
March 15, 2018**

Meeting Opened: 7:27 PM

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

1. Approved the minutes from the meeting of March 1, 2018
2. Personnel Actions: None
3. Reviewed updated job description for Town Administrator with changes from town counsel:
 - a. Change made to note that the Town Administrator has been delegated day to day supervision, but not hiring and firing authority
 - b. The Personnel Board approved this change
 - c. Discussed meeting with the employees who will now be supervised by the Town Administrator
4. Reviewed the updated Police Chief job description:
 - a) One change to reference that chief reports to the Select Board through the office of the Town Administrator.
 - b) The Personnel Board approved this change
5. Future business:
 - a) Rate the Town Administrator position
 - b) Meet with Select Board and employees reporting to Town Administrator
6. Let the record reflect that the Personnel Board was able to maintain a high level of frivolity in despite the absence of Ralph Armstrong.

Next Meetings:

- March 29, 2018
- April 19, 2018
- May 17, 2018

Adjourned: 8:27 PM