

**TOWN OF SHUTESBURY
PERSONNEL BOARD MEETING MINUTES
Wednesday August 1, 2018**

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

Meeting began: 7:05 PM

Old Business No meeting minutes approved.

New Business

- The committee discussed who would be the FINCOM representative to the Personnel Board. With the assistance of Town Administrator an email was sent to the FINCOM recommending that Jim Walton would be the FINCOM representative.
- Committee members discussed the process of recommending new members to the Personnel Board. All recommendations need to be routed to the Town Moderator, Penny Kim.
- Review of Treasure Job Description. Minor changes were made.
- Review the search guidelines process for new town employees. The committee discussed forming a Search Committee for the purpose of finding a new Town Treasurer. Ralph Armstrong will represent the Personnel Board on the new Town Treasurer Search committee.
- Discussed of Personnel Handbook
- Reviewed the Job Description chart
- Discussed the Personnel Classification Grading System
- Anna Aaron will be the acting Personnel Board Chair Person.

The Personnel Board laughed about the nature of town dynamics and then proceeded to schmooze.

Next meeting: August 23, 7:00 PM

Meeting ended: 8:48 PM