

**TOWN OF SHUTESBURY  
PERSONNEL BOARD MEETING MINUTES  
Thursday May 16, 2019**

Present: Anna Aaron, Becky Torres (Town Administrator), Jim Walton, Ralph Armstrong (acting Secretary)

Absent: Melissa Makepeace-O'Neil, Peg Ross,

Meeting began: 7:06 PM

**Old Business**

- Anna Aaron and Ralph Armstrong participated in the crafting of the 4/25/2019 meeting minutes.
- Approved Personnel Board Meeting Minutes from 04/25/2019.
- Anna Aaron reported that the Personnel Board has made progress locating missing meeting minutes.

**New Business**

- The Personnel Board discussed the salaries of Town Clerks from towns of similar size to Shutesbury. The discussion highlighted the fact Town Clerk positions in other towns may have very different responsibilities and their residents might have different expectations. Becky gave the example of meeting notices and minutes which are expected to be available online in Shutesbury but which Leverett provides in paper form in a folder hanging up in their town hall. Therefore, it is very difficult to make easy comparisons from town to town. She added that 3 out of the 6 towns used as comparisons by Jeff Lacy are much smaller than ours. (see meeting of April 25, 2019)
- There was a short discussion about the work being done by the Personnel Board sub-committee on a salary chart. During the next meeting of the Personnel Board, there will be review of the Salary Chart spreadsheet.
- Becky reported that the town has received 3 resumes for the advertised position of Admin Assessor. Board of Assessors is also reviewing the potential costs to hire a contractor to perform the Admin Assessor's responsibilities. She was hoping to flesh out the job description at this meeting.
- Anna circulated copies of the memo dated 3/20/2019 from Stephen Schmidt, Chair of the Board of Assessors to the Select Board that begins, "Commencing in FY2000, the Board of Assessors recommends an outsourced independent contractor solution for the tasks currently performed by the Administrative Assessor."

- There was a general discussion about:
  - How involved the Personnel Board should be: It has no authority – the Board of Assessors will make its recommendation to the Select Board – but Becky was hoping to have a list of suggestions/priorities from the Personnel Board to pass along to the Board of Assessors.
  - Would a contractor provide cost benefits and provide an acceptable level of support? Jim observed that the cost to the town and potential savings should be a primary concern given the opinions expressed by many residents re. taxes at our recent Town Meeting. Anna agreed.
  - Becky and Ralph were concerned that the town’s support expectations might not be met using a contractor or could only be met by an employee in the Admin Assessor position. Becky also cautioned that the assessor clerk’s job might be jeopardized if a contractor were used. Becky speculated that there could be a drop in service for a potential saving of \$10,000. She also provided an overview of the hours covered by the current assessor both in the office and in the field.
  - Anna concluded that it seemed unsatisfactory for the Personnel Board to weigh in on the matter without hearing what the Board of Assessors is currently thinking. It was agreed that the Personnel Board would attend the next Board of Assessors meeting on Tuesday, May 21.
  - Becky wondered if the Personnel Board would benefit from more context when reviewing job descriptions, e.g. perhaps interview the person who’s leaving the position. All agreed that it would be good to draft a code of practice along those lines. To be pursued in a future meeting.

**Future Meetings:**

Next meeting is scheduled for June 20, 2019, at 7:00 PM

Meeting ended: 8:44 PM

Minutes submitted by Ralph Armstrong and Anna Aaron