

**TOWN OF SHUTESBURY
PERSONNEL BOARD MEETING MINUTES
Thursday June 20, 2019**

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

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

Meeting began: 7:11 PM

Old Business

- Approved Personnel Board Meeting Minutes from 05/16/2019 and 05/21/2019
- Anna Aaron reported that the Personnel Board has made progress locating missing meeting minutes.

New Business

- Town Administrator presented a stack of PAFs to Personnel Board.
- There was a discussion about the Compensation Plan (spreadsheet) created by the working group. During the discussion Becky said she will make changes to the Compensation spreadsheet and have Jim and Ralph review the modifications.
- During a discussion the members of the Personnel Board agreed that Personnel Policies need to be identified that need updating. Policies that need updating will be discussed at the next meeting.
- The Personnel Handbook language needs to be updated to cover when town employee turns 65. The issue is the transition to Medicare.

Future Meetings:

Next meeting is scheduled for July 18, 2019, at 7:00 PM

Meeting ended: 8:25 PM