

**Town of Shutesbury
Personnel Board Meeting
Thursday, February 17, 2011, Town Hall**

Call to order: 7:25 pm

Recurring Business:

Reviewed and approved the minutes of January 20, 2011

Personnel Action: None

Old Business:

Job Descriptions: Three year review FY 2011

- Library Director modified to accommodate a full time position
 1. Change to 40 hours per week
 2. Library will be open three extra hours
 3. Change references to LFNAC to “other designated working committees”
 4. Question regarding the trustees and the friends and their charter – George will research
 5. No other significant changes to text needed to reflect added hours
 6. The description will be given to Library Director for comment

- Police Chief
 1. Added role as Assistant Emergency Management Director to Essential Duties:

- Contract talks with employees on 3 year contracts – all for wages only:
 1. Police union on hold
 2. Police Chief on hold
 3. Fire Chief up for review
 4. School Negotiation were started two weeks ago

New Business:

Ralph will take over the maintenance of the Personnel Board page on the Shutesbury.org web site.

2011 Meeting dates: 3rd Thursday, 7:15

Mar 17

April 21

May 19

June 16

Meeting Adjourned: 9:10

Minutes prepared by George Arvanitis