

**Town of Shutesbury  
Personnel Board  
September 15, 2011**

Meeting opened at 7:15 p.m.

**Present:** April Stein, Ralph Armstrong, Kathy Carey, and Becky Torres.

**Approved Minutes:**

- Approved minutes of August 18, 2011 as amended.

**Personnel Actions:**

1. Mike Reske resigned his position as Custodian.
2. All Personnel Actions Forms (PAF) are current.
3. Town still has open contract with the Chief of Police.
4. Will be negotiating additional contracts with:
  - Town Administrator
  - Highway Superintendent
  - Police Union

**Old Business:**

1. The police union contract will be renegotiated in 2012. Begin a review of the financial aspects of the other towns' contracts and comparing the Shutesbury's Police Contract to other similar town police contracts.
  - a. Ralph will review Franklin Regional Council of Governments FY 2011 Wage & Salary Survey
  - b. In spreadsheet format collect information on wage, salary, and benefit information for:
    - (i) Full and Part Time Police Officers
    - (ii) Town Administrator
    - (iii) Fire Chief
    - (iv) Highway Superintendent
2. Becky will request copies of contract from other small towns.
3. Status update in the Orientation section of the Personnel Board Handbook: Becky to get status from Gabe and Leslie
4. Becky submitted to the Personnel Board, updated version of the Wage and Salary Plan for 2010 and 2011.
5. Becky submitted to the Personnel Board, revisions to the language defining and describing the "Emergency and Sick Leave Bank". Personnel Board approved "Emergency and Sick Leave Bank" as amended on September 15, 2011.
6. Personnel Board stated that the review of the work schedule policy and defining the work week to consist of configurations resulting in 40 hours, to be done.
7. Expecting feedback from Fin Com on proposed change in longevity bonus.
8. Update on the Employee Self Evaluation Form, Becky has written memo to department heads, remains open.

**New Business:**

1. Consolidate changes in the Personnel Policy Handbook for distribution to employees.
2. Personnel Board will update the master handbook with approved changes and distribute the new pages to all department heads.
3. Becky recommended staffing efficiency, providing employee with formal opportunity to perform custodial tasks (already being voluntarily performed by employee). Personnel Board voted and approved recommendation.

**Next meeting:** Thursday, October 20, 2011

Adjourned: 8:55 p.m.

Minutes prepared by Ralph Armstrong