

**Town of Shutesbury
Personnel Board Minutes
February 23, 2012**

Meeting Opened: 7:16 PM

Present: April Stein, Becky Torres, Kathy Carey & George Arvanitis Absent: Ralph
Armstrong

Recurring Business

- Review and approve minutes from January 19, 2012 meeting as amended

Personnel Tasks

- None

Old Business

- Becky reported that she was contacted by Ralph who started developing a personnel data base to track employee records. He will be meeting with Becky soon.
- Completed the review and update of the employee review and goal statement instructions. Becky will modify the annual review and goal forms and distribute them to the board members.
- Reviewed the current Police Union contract and compared it to those of other towns.

Future Business

- Updated Employee Handbook-Kathy to incorporate changes
- Designate responsibilities in maintaining and distributing employee information and other personnel board tasks

Next Meeting: March 22, 2012
April 16, 2012

Adjourned: 9:39