

Shutesbury Selectboard Meeting Minutes
January 09, 2025 Hybrid Meeting Format

Selectboard members present: Rita Farrell/Co-Chair, Melissa Makepeace-O'Neil/Co-Chair and Eric Stocker

Staff present: Matteo Pangallo

Guests:

Farrell calls the meeting to order at 5:02pm

Agenda Review: As posted.

Public Comment: None

II. Review and approve Administrative Assistant job description:

- Makepeace-O'Neil discussed the changes the Personnel Committee made to the Administrative Assistant job description. She discussed how in the past they did not put salary ranges on job descriptions and wanted to know what the other members preferred. Farrell and Stocker agreed to keep that range off the description. Makepeace-O'Neil then discussed changing the terminology "One Drive" to a responsibility of the Administrative Assistant as being to upload meeting documents and instead say, "a shared folder." Makepeace-O'Neil also clarified other responsibilities on the job description related to the town newsletter and licensing such as: alcoholic beverage licenses, serving as a contact to the ABCC, and entertainment and business licenses.
- Makepeace-O'Neil said the Personnel Board wanted to possibly add "college education or experience preferred." Makepeace-O'Neil offered her own insight by saying she believed a high school diploma was sufficient enough for education and experience. Farrell noted she felt computer skills in the job description were important to be in there as well as to add "Minimal requirement," after High school diploma or GED.
- The board also discussed whether the "Physical Demands" section was necessary, and Makepeace-O'Neil mentioned that it should be included as the assistant will be responsible for lifting forty-pound jugs of water and cases of paper. It would be safer to include it she felt.

VOTE: Makepeace-O'Neil makes a motion to move that the board approves the administrative job description and goes forward with the hiring process, Farrell seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell: aye; motion carries.

VIII. Adjourn Meeting

Meeting adjourned at 5:30pm.

Administrative Actions:

- Makepeace-O'Neil to finalize formatting and remove salary range from job description.
- Makepeace-O'Neil and Geneva to work together to post the job advertisement for Tuesday.
- Farrell to add town meeting date discussion to Tuesday's agenda.
- Stocker to send Search Committee 1/16/25 meeting details and agenda items to Makepeace-O'Neil for posting.
- Farrell will send a list to Voelker of what should be put on the 1/16/25 meeting agenda.

Document and Other Items Used at the Meeting:

1. Draft of Administrative Assistant job description.

Respectfully submitted,
Brennan Mailloux
Administrative Assistant
Town Administrator/Select Board

** A full version of the 1/9/25 SB meeting is available to view on the Town of Shutesbury's YouTube page: <https://www.youtube.com/watch?v=t3bOhc9pHvk>

