

# **PERSONNEL BOARD MEETING TOWN OF DEERFIELD, MA**

## **AGENDA**

**September 3, 2013  
6:00pm Town Hall**

### **Members:**

**Jay Wallace, Chairman  
Joanne Carney, Secretary  
John Paciorek Sr.  
Skip Olmstead**

#### **1. Review of minutes of the last meeting**

#### **2. Old Business:**

**Position Descriptions: Some Town Employees may have inaccurate or incomplete position descriptions. The Interim Town Administrator will address the Board after she has an opportunity to identify any such position descriptions and discuss them with the department heads.**

#### **3. New Business:**

**Town Clerk Request: The Town Clerk is invited to this meeting to discuss the issue of vacancies in the Town Clerks Office**

**Assessors Clerk Position: The Chair of the Board of Assessors has requested that the Personnel Board review the job description and upgrade the pay level based on additional duties assigned.**

**Any other issues that may come before the Board at this meeting.**

#### **4. Next Meeting**

#### **5. Adjournment**