

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

## **AGENDA**

**Wednesday October 2, 2013  
6:00pm Town Hall**

### **Members:**

**Jay Wallace, Chairman---Joanne Carney, Secretary---John Paciorek Sr.  
Skip Olmstead and Marie Guerin**

#### **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.**

**Assessors Clerk Position: The Chair of the Board of Assessors, Bruce St. Peters has met with the Interim Town Administrator who is working with him regarding the Assessors Clerk position.**

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

**Welcome to Marie Guerin, the newest member of the Personnel Board.**

**Update on the search process for the Town Accountant and also for the Clerk/Treasurer/Collector position**

**Feedback from town employees / officials on Personnel policy.**

**Impact of change of vacation policy on town employees.**

**Building Inspector / Bldg. Commissioner job description**

**Personnel By-Law and the 10/28/13 Special Town Meeting**

**Update on Town Administrator position review with the Dept. of Revenue / Div. of Local Assistance.**

**Interim Town Administrators Report**

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

#### **5. Adjournment**