

**PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts**

June 6, 2012

The Board met in the Town Offices Conference Room at 6:00 p.m. on Tuesday, June 6, 2012.

Present:

- Jay Wallace, Chairman
- Joanne Carney, Secretary
- Skip Olmstead
- John Paciorek

Guests:

- Mark Gilmore, Chairman, Select Board
- Shawn T. Patterson, Highway Director

1. REVIEW OF MINUTES: Minutes of May 8, 2012 accepted as written.

2. OLD BUSINESS:

A. Police Chief Selection Process

Overview of recent meeting of the Police Chief Selection Committee, with emphasis on bringing all Personnel Board members "up to speed" on meeting results.

- a) A Selection Committee has been empanelled by the Select Board
- b) A selection process was approved

3. NEW BUSINESS:

A. Personnel Board Policy

Discussion and clarification ensued regarding Personnel Board Policy and possible "Conflict of Interest" issues with Board members.

ACTION: The Board determined that there is no conflict of interest regarding agenda items as they pertain to the Police Chief Selection Process. There is a separate Selection Committee that will refer top candidates to the Select Board for final selection, and matters regarding applicants will not be discussed at Personnel Board meetings.

B. Mechanic Position Wage Range

Shawn Patterson, Highway Director, petitioned the Board to consider hiring the top applicant for the Mechanic position at Pay Scale Grade II, Step 3 (\$16.03/hr) due to excellent credentials, and skill sets.

ACTION: The Personnel Board recommends hiring the selected applicant at Grade II, Step 3 (\$16.03/hr) and refer to the Select Board for approval.

C. Performance Evaluation System

Reviewed DRAFT "Exempt" and "Non-Exempt" forms for comparison with forms submitted by Chairman, Jay Wallace. Discussed DRAFT proposals as too generic and need to connect Job Performance with Performance Appraisal and General Factors.

ACTION: The Board unanimously recommends adoption of Performance Evaluation forms for Exempt and Non-Exempt positions that were formerly submitted by Jay Wallace.
(ATTACHMENTS)

D. Town Policy Manual

Start project for review and update of the Town Policy Manual, a lengthy process that will continue to be an agenda item for several meetings. Planned completion, with recommendations, is expected for the 2013 Town Meeting.

ACTION: Members to review Disclaimer and Chapter I for discussion at next meeting.
DUE DATE: July 10, 2012.

NEXT MEETING: Tuesday, July 10, 2012 at 6:00 p.m.

ADJOURNMENT: The meeting adjourned at 7:36 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary