

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

**August 14, 2012**

The Board met in the Town Offices Conference Room at 6:00 p.m. on Tuesday, August 14, 2012.

Present:

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

Guest: Mary Stokarski, Town Clerk

**1. REVIEW OF MINUTES:** Minutes of July 10, 2012 were accepted as written.

**2. OLD BUSINESS: NONE**

**3. NEW BUSINESS:**

A. Request by Town Clerk for Change in Job Classification

The Town Clerk submitted a written proposal, and Job Description, for one of the positions in her office become a Level III – Step 5 Assistant Treasurer/Collector, pending the Town Clerk's retirement Dec. 31, 2013.

ACTION: Recommend Approval.

B. Police Dept.

There has been a request for the Personnel Board to meet with members of the Police Dept. to review, critique and discuss resumes for future upward mobility positions.

ACTION: Joanne Carney will take the lead in preparing a training session regarding this request.  
DUE DATE: Next meeting

C. Accretion of Job Duties

Board members discussed a recent precedent-setting issue and the need or clarification from the Select Board and possible input from the Personnel Committee.

ACTION: Members requested that the Town Administrator meet with the Personnel Board to discuss.

DUE DATE: Next meeting.

C. Town Policy Manual

Members to review Chapter II for discussion at next meeting.

DUE DATE: Next meeting

**4. NEXT MEETING:** Tuesday, September 11, 2012 at 6:00 p.m.

**5. ADJOURNMENT:** The meeting adjourned at 8:10 p.m.

**JAY WALLACE**  
Chairman

**JOANNE M. CARNEY**  
Secretary