

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

September 11, 2012

The Board met in the Town Offices Conference Room at 6:05 p.m. on Tuesday, September 11, 2012.

Present:

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

Absent: Skip Olmstead

Guests:

- Bernard Kubiak, Town Administrator
- Mark Gilmore, Chairman, Board of Selectmen

1. REVIEW OF MINUTES: Minutes of August 14, 2012 were accepted as written.

2. OLD BUSINESS:

A. Accretion of Job Duties

The Town Administrator discussed and clarified with Board members a recent precedent-setting issue regarding accretion of duties and commensurate supplemental pay increase for a Department Head. The matter had not been addressed or advised by the Personnel Board which was explained as an unintentional oversight. The Personnel Board will be apprised, in advance, of any future issues.

ACTION: None.

B. Performance Evaluation System

The Chairman of the Select Board discussed the Performance Evaluation System, the need to keep on track for the current Performance Year and the Personnel Board to be a resource for supervisors and Department Heads for questions and assistance with the process. Milestones to be achieved include, tying salary increases to the performance evaluation process and the need to amend the Town By-Law that all employees, regardless of evaluation grading, receives a step pay increase.

ACTION: Request from Town Administrator the status of the current process and copies of the current forms used by supervisors; actual completed appraisal ratings of employees with redacted names, one each from the Town Administrator's, Town Clerk's and Highway Superintendant's Offices.

DUE DATE: October 16, 2012.

B. Resume Workshop

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: Will coordinate with the New Police Chief when appointed.

C. Town Policy Manual

Members to review Chapter II for discussion at next meeting.

DUE DATE: October 16, 2012

3. NEW BUSINESS:

- A. Interested members have been invited by the Board of Selectmen to attend a meeting on September 25, 2012 at 6:30 pm at the Town Hall to discuss operating policies and improved communication between the Board of Selectmen, staff, and the many volunteers that assist with the operation of the town.

4. NEXT MEETING: Tuesday, October 16, 2012 at 6:00 p.m.

5. ADJOURNMENT: The meeting adjourned at 8:00p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary