

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

December 11, 2012

The Board met in the Town Offices Conference Room at 6:00 p.m. on Tuesday, December 11, 2012.

Present:

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

Guests: Mary Stokarski, Town Clerk and John Paciorek, Jr., Chief of Police

1. REVIEW OF MINUTES: Minutes of October 30, 2012 were accepted as written.

2. OLD BUSINESS:

A. Public Disclosure

John P. Paciorek, Sr. was to seek guidance from the MA State Ethics Commission regarding the Rule of Necessity, MA State Ethics Commission Advisory 05-05: The Rule of Necessity, December 2005. The Rule states, *If more than one member of a board or committee is disqualified because of actual conflicts of interest, the board may not be able to act because it does not have a quorum. (If the number for a quorum is **not** set by law, a quorum is generally a majority of the board members.) In these instances, as a matter of last resort, the board can use what is called the rule of necessity to permit the participation of the disqualified members in order to allow the board to act.*

STATUS: In lieu of the Ethics Commission the matter is being referred to the Town Attorney who told Mr. Paciorek that he must secure a letter from the Select Board in order to be a member of the Personnel Board.

ACTION: Deferred to January 8, 2013 meeting.

B. Performance Evaluation System

1) All supervisors are to immediately use the approved Performance Appraisal rating sheets as approved at the July 10, 2012 meeting.

2) Board will review content of submitted forms for discussion at next meeting.

3) Jay Wallace volunteered to give a refresher class to all supervisors on the Performance Evaluation Process using the approved forms. He will contact the Board of Selectmen for concurrence.

STATUS: The Select Board has determined that it does not have an opinion on what Performance Evaluation form is used as long as Performance Evaluations are completed. Revision/selection of forms of forms will be discussed after the Annual Town Meeting.

ACTION: Deferred to May 2013 meeting.

B. Resume Workshop Update

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: Update at January 8, 2013 meeting.

C. Town Policy Manual

Mary Stokarski, addressed the Town Policy on entitlement and benefits for Full and Part-Time employees. Employees working a minimum of 20 hours per week are entitled to pro-rated pension, vacation, sick time, personal day, and full insurance benefits of which the Town pays 65% and the employee pays 35%. Mrs. Stokarski's pending retirement in 2013 will leave a void of knowledge regarding Town "practices and policies." She agreed to document these issues for future reference by the Personnel Committee and other Town Boards.

ACTION: Massachusetts General Law, 32B, Contributory Group General or Blanket Insurance for Persons in the Service of Counties, Cities,, Towns and Districts, and Their Dependents should be

reviewed for a decision by the Personnel Board to include on the Annual Town Meeting warrant decision as it applies to retired employees who request to add a dependent to the Town insurance benefit.

DUE DATE: January 8, 2013

D. Graduated Pay Scale for Part-Time Police Officers

Part-Time Police Officers, regardless of years of service, receive a flat pay rate of \$16.25/hour. Full-Time Police Officers received a graduated pay scale based on years of service. In order to retain Police Officers an incentive graduated pay scale is proposed.

ACTION: Police Chief, John Paciorek updated the Board on the per hour pay ranges he is considering for submission: Entry Level - \$16.35, Mid-Level: - \$17.50; Top Level - \$19.00. He will submit a cost/benefit proposal for consideration to the Personnel and Finance Boards.

DUE DATE: January 8, 2013

E. Re-classification of the Administrative Position

The Police Chief proposed at the October 11, 2012 meeting that the current Administrative Assistant position be re-classified due to an accretion of duties. The Board referred the Police Chief to the Town Administrator for assistance and to request copies of types of job descriptions and what factors determine classification of positions.

ACTION: Update at January 8, 2013 meeting.

B. Personnel Board Membership

The Personnel Board has four of the five designated members. Not having full membership presents a problem to attain a meeting if two standing members cannot attend a meeting, thus delaying action on agenda items.

ACTION: The Town Administrator will post the notice on the Town's Cable TV Channel.

DUE DATE: Update at January 8, 2013 meeting.

C. Remote Participation Policy

A memo was sent to the Select Board to consider approval and adoption of a Remote Participation Policy for the Personnel Board.

ACTION: Update at January 8, 2013 meeting.

D. Agenda Items

The Personnel Board submitted a Memo to all Department Heads outlining the process for inclusion of items into the Personnel Board Agenda.

ACTION: Update at January 8, 2013 meeting.

3. NEW BUSINESS:

A. Town Policy Manual – Chapters III

Consider changing Chapter III, section 16, *Introductory Hiring Period* to *Probationary Period* in order to be consistent with Personnel By-Laws, Article II, Personnel Policies, article 35-19, Probationary Period and Chapter IV Review.

ACTION: Chapters III and IV to be reviewed at the January 8, 2013 meeting.

B. Compensation Beyond Step 10 of Pay Scale

According to the Town Administrator, at the last town meeting maximum compensation ranges for the positions were established but there is need for some guidance on how an employee from Step 10 to the maximum.

ACTION: A 1.7% increase is recommended

4. NEXT MEETING: Monday, January 7, 2013 at 6:00 p.m.

5. ADJOURNMENT: The meeting adjourned at 8:21 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary