

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

**April 10, 2013**

The Board met in the Town Offices Conference Room at 6:00 p.m. on Wednesday, April 10, 2013.

**Present:**

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

**Excused:**

- John P. Paciorek, Sr.

**Guest:** Police Chief, John P. Paciorek, Jr.

1. REVIEW OF MINUTES: Minutes of March 27, 2013 were accepted as written.

2. OLD BUSINESS:

- A. Personnel Policy Manual  
Review of Final DRAFT

3. NEW BUSINESS:

- A. Revised Personnel Policy Manual

a) Vacation Leave: Review of the Town approved Vacation Days indicated the omission of Patriot's Day in the list of approved holidays in Chapter VII, Section 5, Vacation Leave.  
ACTION: Add Patriot's Day as the twelfth approved Town Holiday.

b) Final copies were given to Personnel Board members. Copies of the Manual were given to the Select Board and Town Administrator for review, discussion and possible adoption at the next Board of Selectmen's meeting.  
ACTION: The meeting is pending scheduling. Chairman Jay Wallace will present the outline of changes made to the revised edition.

- B. Police Chief Request - Re-classification of the Administrative Clerk/Matron position

Since 2009, the Police Clerk/Matron has been assigned increased responsibilities commensurate with requirements of the Deerfield Police Dept. The fourteen (14) areas of Point Factors were reviewed and confirmed the increase in position rating. Accretion of duties necessitated by contemporary Police practices and procedures is what the incumbent has been providing to the Town without proper reclassification and pay.

ACTION: After lengthy discussion with Chief Paciorek, the Board supporting the move from Grade I, to Grade III, Level III. The resultant increase in personal costs is approximately \$5,482 per annum.

- C. Highway Director Request – Personnel Reorganization

The Board reviewed the February 4, 2013 Highway Director's request for a personnel reorganization delegating authority to certain department members ensuring a smoother transition of responsibility. Additionally, creating the following positions:

- a) Assistant Highway Superintendent
- b) Highway Department Tree Warden with annual \$1250 stipend
- c) Sewer Line Maintenance Technician with annual \$1250 stipend
- d) Chief Operator/Manager
- e) Promotion of Waste Water Treatment Facility Plant Operators to Certified Operators

ACTION: The Board reviewed the request and needs additional time to review the organization chart and impact on increases to the salary budget. Request Shawn Patterson, Highway Director attend a future Personnel Board meeting to address questions.

4. NEXT MEETING: Wednesday, May 22, 2013 at 6:00 p.m.

5. ADJOURNMENT: The meeting adjourned at 7:40 p.m. due to an unresolved power outage.

JAY WALLACE  
Chairman

JOANNE M. CARNEY  
Secretary