

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

**October 2, 2013**

The Personnel Board met in the Town Offices at 6:06 p.m. on Wednesday, October 2, 2013.

**Present:**

- Joanne Carney, Secretary
- John P. Paciorek, Sr.
- Skip Olmstead
- Marie Guerin

**Guests:**

- Wendy Foxmyn, Interim Town Administrator
- Kayce Warren, Executive Asst. Board of Selectmen
- Richard Calisiewski, Building Inspector

**Excused**

- Jay Wallace, Chairman

1. REVIEW OF MINUTES: Minutes of September 3, 2013 were accepted as written (three approvals; one abstention).

2. OLD BUSINESS:

- a. Position Descriptions:

Some Town Employees may have inaccurate or incomplete position descriptions.

ACTION: The Interim Town Administrator will address the Board after she has an opportunity to identify any such position descriptions and discuss them with the Department Heads.

- b. Assessors Clerk Position:

The Chair of the Board of Assessors, Bruce St. Peters has met with the Interim Town Administrator who is working with him regarding the Assessors Clerk position.

ACTION: This issue is on hold until further notice.

3. NEW BUSINESS:

- a. New Personnel Board Member

Welcome to Marie Guerin, the newest member of the Personnel Board. Marie has extensive Personnel experience having with the Hampshire COG, Town of Whately, Williamsburg COA and State of New York Civil Service Administration.

- b. Update on the Search Process for the Town Accountant and Clerk/Treasurer/Collector positions

There have been four (4) interviews for the Town Accountant position. Final acceptance from candidates indicates an issue with low pay. The Acting Town Administrator discussed the need for flexibility in offering a salary range in order to attract a viable candidate.

ACTION:

- 1) The Board voted (three approvals and one abstention) to allow a thirty (30) hour position a cap of \$45,000 and a forty (40) hour position a cap of \$60,000.
- 2) Skip Olmstead was nominated as the Personnel Board representative to the Select Board Search Committee for the Clerk/Treasurer/Collector position.

- c. Feedback from Town Employees/officials on Personnel Policy

ACTION: Review at October 28, 2013 Special Town Meeting.

d. Impact of Change of Vacation Policy on Town Employees

Vacation and Sick Time Accruals, as cited in Chapter 7 of the Personnel Policy Manual, and applicable to only to non-bargaining unit employees, is inconsistent with Chapter 35, §35-26, Vacations, and §35-27, Sick Leave of the Town By-Laws. A July 19, 2013 Memorandum from the Town Clerk to All Benefit Employees outlined the new accrual system. The Board discussed Chapter 35 of the Town By-Laws as it pertains to vacation and sick leave accruals.

ACTION:

- 1) Delete Chapter 35 Personnel By-Laws language in §35-26, Vacations and §35-27, Sick Leave.
- 2) Insert language in the Proposed Personnel Policy Manual, Chapter VII, Section 5, Vacation Leave and Section 6, Sick Leave

DATE: Review at October 28, 2013 Special Town Meeting.

e. Building Inspector / Bldg. Commissioner Job Description

Extensive discussion ensued regarding the Building Inspector's Non-Exempt position and the workload requiring him to put in over forty (40) hours per week. The Fair Labor Standards Act (FLSA) interprets whether the current position should be Exempt or Non-Exempt.

Additionally, the recent Building Code Effectiveness Grading Schedule (BCEGS) survey resulted in a two (2) point downgrade for the Town due, in part to:

- a) An increase in staff workload since the last evaluation and lack of support staff that reports to the Building Inspector
- b) MA adopted codes for Fuel/Gas and Plumbing do not represent the latest editions available
- c) The documentation of performance evaluations for plan reviewers and inspectors and the use of approved checklists for plan reviews and inspections are insufficient.
- d) Continuing education and other documents are kept in the Wiring and Plumbing Inspector's personal home files and not in a master file in the Town offices.

The BCEGS classifications are distributed by ISO for use by property/casualty insurers to assist in their insurance and underwriting and premium development programs for residential and commercial properties. Insurers can use the BCEGS classification number to offer insurance premium discounts to eligible properties in Deerfield. The survey downgrade could put the Town in jeopardy of higher insurance premium rates for residential and commercial properties.

ACTION:

- a) Recommend a proposed plan necessary to correct the ISO Insurance rating.
- b) The Building Inspector and the Interim Town Administrator are working on the issue and will present their recommendations at the next Personnel Board meeting.

DATE: November 5, 2013.

f. Interim Town Administrator's Report regarding Update on Town Administrator position review with the Dept. of Revenue/Div. of Local Assistance

The focus of the DOR review focused on the Town Administrator position and the clear need for a strong Administrator. Recommendations are forthcoming and will be brought to the Personnel Board for comment.

4. NEXT MEETING: November 5, 2013 at 6 p.m. in the Town Offices.

5. ADJOURNMENT: The meeting adjourned at 8:30 p.m.

JAY WALLACE  
Chairman

JOANNE M. CARNEY  
Secretary