

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

November 5, 2013

The Personnel Board met in the Town Offices at 6:00 p.m. on Tuesday, November 5, 2013.

Present:

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

Guest:

- Bruce St. Peters, Board of Assessors

1. REVIEW OF MINUTES: Minutes of October 22, 2013 were accepted as written.

2. OLD BUSINESS:

a. Assessors Clerk Position:

The Chair of the Board of Assessors, Bruce St. Peters presented the Classification Review of the Assessor's Clerk position demonstrating justification for increase from Level II Step "Over" (\$21.99 p/hr) to Level III Step 8 (\$22.44 p/hr). The Interim Town Administrator was consulted during the process and is supportive of the Classification upgrade.

ACTION: The Personnel Board unanimously approved the Classification upgrade with the following provisions regarding the Assessor's Clerk position:

- 1) Effective date of Classification upgrade pending verification of funding.
- 2) Position Title changed to: Administrative Assistant to the Board of Assessors.

3. NEW BUSINESS:

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

- 1) Town Accountant – The Interim Town Administrator informed the Personnel Board of the recommendation to the Select Board offer the position to a candidate with no municipal experience, but substantial work in finance and previous holder of CPA certification. Eager to begin, the candidate is willing to be flexible, with hours, etc. with a starting salary of Grade V Step I (\$28.85 p/hr).

ACTION: The Personnel Board unanimously concurred with the Interim Town Administrator's recommendation to the Select Board.

- 2) Town Clerk/Treasurer/Collector position – The four (4) person Selection Panel met and reviewed selection criteria for the position. Three (3) candidates will be interviewed on November 8, 2013 with an expectant recommendation.

ACTION: Selection pending.

b. Impact of Change of Vacation and Sick Leave Policies on Town Employees

Vacation and Sick Time Accruals, cited in Chapter 7 of the Personnel Policy Manual is inconsistent with Chapter 35, §35-26, Vacations, and §35-27, Sick Leave of the Town By-Laws. Warrants were removed from the October 28, 2013 Special Town Meeting agenda in order for the Personnel Board to re-visit the issue and discuss the proposed policies with the Town Clerk for comment before re-submission of the Employee Personnel Manual at the 2014 Annual Town Meeting. The Board also discussed the need for defining the "leave year" for accrual purposes, and when the accruals start.

ACTION:

- 1) Recommend Leave Year as the Town Fiscal Year – July 1 to June 30.
- 2) For new employees accrual of time starts from Day of Hire.
- 3) Joanne Carney will meet with the Town Clerk, Asst. Town Clerk and Interim Town Administrator to clarify language and processes

DATE: Review at December 17 meeting.

c. 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.

ACTION: Pending.

d. Harassment Training

A decade has passed since the Town had Harassment training and the laws, including case law, have changed. The Harassment Policy is in need of update and training scheduled based on policy.

ACTION:

- 1) Recommend Town Counsel and/or the Employee Assistance Program (EAP) provide information on updated Harassment policy and training opportunities
- 2) Provide Harassment Training to all Town employees and have a training based on the policy.

e. Request to Participate in Selection Panel for Town Administrator

The Personnel Board received a letter from Keith Finan, Deerfield Academy Associate Head of School for Operations & Chief Financial Officer, requesting consideration as a Selection Panel Member for the Town Administrator position. The Personnel Board reviewed Mr. Finan's credentials deeming them appropriate as a subject matter expert, and Deerfield resident, to participate as a panel member.

ACTION: Recommend to the Board of Selectmen that Keith Finan be considered as a Selection Panel member for the Town Administrator position when posted.

4. NEXT MEETING: December 17, 2013 at 6 p.m. in the Town Offices.

5. ADJOURNMENT: The meeting adjourned at 7:15 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary