

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

December 4, 2013

The Personnel Board met in the Town Offices at 5:15 p.m. on Wednesday, December 4, 2013.

Present:

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

Guest:

Wendy Foxmyn, Interim Town Administrator

1. REVIEW OF MINUTES: Minutes of November 5, 2013 were accepted as written.

2. OLD BUSINESS: NONE

3. NEW BUSINESS:

a. Town Administrator's Position

Marie Guerin researched and led discussion of comparative MA town to Deerfield with population density ranges of 3500-7000 residents and budgets of \$12-\$20 million that had Town Administrator and other similar positions. Additionally, she presented, and the Personnel Board reviewed, Town Administrator Position Descriptions for the Towns of Granby and Hadley, MA.

Wendy Foxmyn presented an Americans with Disabilities Act (ADA) compliant, updated, version of the Town Administrator Position Description, based on the recommendations of the October 2013 Assessment by the Division of Local Services/Technical Assistance Section. Additionally, she presented a Draft Proposal/Timeline for the Deerfield Town Administrator Search. The Board discussed, at length, the Position Description and recommendations of Search Committee members that Wendy will present to the Board of Selectmen for consideration. Recommended Search Committee members include Personnel Board members, John Paciorek and Joanne Carney; Sarah Woodbury, Town Librarian; Keith Finan, Chief Financial Officer, Deerfield Academy and resident, Thomas Scanlon, Jr.

ACTION: Finalize the Position Description at the next meeting.

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