

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

**December 26, 2013**

The Personnel Board met in the Town Offices at 6:05 p.m. on Thursday, December 26, 2013.

Present:

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

Guests:

- Wendy Foxmyn, Interim Town Administrator
- David Wolfram, Board of Selectmen
- Ralph Healy

1. REVIEW OF MINUTES: Minutes of December 4, 2013 were accepted as written. The Personnel Board meeting of December 17, 2013 was cancelled due to a snowstorm.

## 2. OLD BUSINESS:

a. Finalize the Town Administrator Position Description

After lengthy discussion, the Town Administrator Position Description was finalized. Changes made to the Position Description proposed at the December 4, 2013 meeting include:

- 1) **Supervisory Responsibility:** The employee is accountable on a town-wide basis for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Assists or oversees the provision of personnel services to Town employees, including ~~or effectively recommending recommendations to the Board of Selectmen for the~~ hiring, training, and disciplining of employees. Employee provides direct supervision of at least (1) full-time employees and one (1) part-time employee.
- 2) **Essential Functions:**
  - (e) The town administrator shall oversee appointments to offices, boards/committees and employment with the Town over which the ~~Board of~~ ~~Selectmen has~~ have final approval or appointing authority. S/he may recommend removal of the same, for cause, in writing and otherwise in accordance with town bylaws and collective bargaining agreements. ~~and chapter thirty one of the General Laws.~~
  - ~~(h) If so authorized by bylaw, the town administrator shall approve the award of all contracts for all departments of the town and otherwise have the authority to execute contracts on behalf of the town.~~
- 3) **Recommended Minimum Qualifications:** Education and Experience: Bachelor's Degree in Political Science, Public Administration, or a related field with Master's degree preferred; minimum of five to seven ~~(5-7)~~ years' experience in public administration; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- 4) **Physical and Mental Requirements** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In the event the Town Administrator becomes disabled, as defined by the Americans with Disabilities Act, s/he must be able to perform the essential job functions (as listed) either aided or unaided or with the assistance of a reasonable accommodation to be determined by the Board of Selectmen. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

**ACTION:** Motion was made, and unanimously accepted to recommend to Board of Selectmen that cited changes be incorporated into the Town Administrator Position Description.

b. Town Administrator Salary Range

Lengthy discussion ensued regarding the Town Administrator salary range.

ACTION: Motion was made, and unanimously approved, to recommend to the Board of Selectmen a salary range of Grade VI, Steps 1-10

c. Selection Committee for Town Administrator

On December 23, 2013 the Board of Selectmen created a Town Administrator Screening Committee and appointed all the members as special municipal employees. Members are Personnel Board Secretary, Joanne Carney (Chairperson), Personnel Board member John Paciorek, Library Director, Sara Woodbury, former Town Clerk, Treasurer, Collector Mary Stokarski, Chief Financial Officer for Deerfield Academy Keith Finan, Tom Scanlon Jr. of Scanlon and Associates and Frontier School Superintendent Martha Barrett. Interim Town Administrator Wendy Foxmyn will serve as staff to the committee.

ACTION: Motion was made, and unanimously accepted, that Ralph Healy, Finance Committee and Chair, Garage Building Committee is recommended to the Board of Selectmen for appointment to the Selection Committee.

3. NEW BUSINESS:

a. Interpretation of Town By-Law

The Board was asked for an interpretation of Deerfield Code, Chapter 35, Personnel, §35-27, Sick Leave, Sect. D, *An employee who retires, or the employee's estate upon death, will be paid for accumulated unused sick leave at the rate of one (1) day for each full year of service. [Added 4-24-1995 ATM, Art.33]*

ACTION: The Personnel Board discussed, and unanimously agreed that any interpretation of the By-Law is as stated. Any unused sick leave that has been accrued by an employee is distributed upon retirement or to the employee's estate upon death, at the rate of one (1) day for each full year of service. Unused sick leave that is greater than years of service is forfeited and unused sick leave that is less than years of service is distributed only in accordance with §35-27.

b. Re-Classification of Administrative Assistant, Selectboard/Board of Health

The position of Administrative Assistant, Selectboard/Board of Health was re-classified as a result of an accretion of duties and presented to the Board by Wendy Foxmyn. The revised Position Description was in accordance with the Position Appraisal Manual, Point Factor Rating Worksheet, Position Evaluation Rating Form and the Classification Plan for Full-Time General Government Positions. The request is for an upgrade from Grade Level I, Step 7 to Grade Level II, Step 6, an increase of \$1.60/hr. or \$3,340.80/annum.

ACTION:

- 1) Motion was made to accept the revised Position Description, with four (4) in favor and one (1) nay. The motion carried.
- 2) Motion was made, and unanimously accepted, to defer implementation of the upgrade from Grade Level I, Step 7 to Grade Level II, Step 6 to the Board of Selectmen.

4. NEXT MEETING: At the call of the Chairperson.

5. ADJOURNMENT: The meeting adjourned at 9:00 p.m.

JAY WALLACE  
Chairman

JOANNE M. CARNEY  
Secretary