

**PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts
June 10, 2015**

The Personnel Board met at 5:30 P.M. on Wednesday, June 10, 2015 in the Town Hall.

PRESENT: Personnel Board members

Michele Komosa

Mary A. Stokarski

Marie Guerin

Town Administrator

Kayce D. Warren

Selectman

Mark Gilmore (Arrived at 6:30 PM)

1. REVIEW OF MINUTES:

Minutes of May 6, 2015 and May 20, 2015 Meetings were received, voted and accepted for record.

2. REVIEW OF POLICE DEPARTMENT POSITION ANALYSIS QUESTIONNAIRES:

The Town Administrator informed the Personnel Board in an earlier email that the Police Chief did not think that the questionnaires would be returned for tonight's meeting. Notification to the Union President with the official request was necessary before we could expect the officers to return the questionnaires. Town Administrator will advise the Board of progress of questionnaires completion.

3. REVIEW OF POLICE DEPARTMENT JOB DESCRIPTIONS:

The Board members decided that although questionnaires were not yet received, a review of the department's job descriptions should begin. Those of Police Chief and Patrolman (recommended that title be revised to Police Officer) were discussed. A list of recommendations, revisions and questions concerning these descriptions were compiled for the Police Chief's review and input. In addition, the question concerning the differences between Police Officer and Police Officer Part Time will be addressed. This may require two job descriptions. The feedback, input, and the other job descriptions will be reviewed at the next Board meeting

4. NEXT MEETING: Scheduled for Monday, June 22, 2015 at 5:30P.M.

5. ADJOURNMENT: The meeting adjourned at 6:55 P.M.

Respectfully submitted,

Marie Guerin