

**PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts
July 27, 2015**

The Personnel Board met at 5:30 P.M. on Monday, July 27, 2015 in the Town Hall.

PRESENT: Personnel Board members

Michele Komosa
Mary A. Stokarski
Marie Guerin
Town Administrator
Kayce Warren

1. REVIEW OF MINUTES:

Minutes of July 6, 2015 Meeting - received, voted and accepted for record.

2. POLICE DEPARTMENT JOB DESCRIPTIONS:

The Town Administrator advised the Board that the Police Chief had reviewed his department's job descriptions and he and the Town Administrator will follow through on seeking Matron job descriptions from other municipalities. The Board voted unanimously to approve for adoption the following: Police Chief, Police Officer, Detective Police Officer, Sergeant, and Administrative Assistant.

3. BOARD OF SELECTMEN REQUEST FOR SALARY ALLOCATION FOR SUPERINTENDENT OF PUBLIC WORKS OPERATIONS APPOINTMENT:

The Board voted unanimously to support Board of Selectmen's salary request of Grade 6, Step 9 of the Fiscal Year 2016 General Government Wage Schedule for their appointment of Kevin Scarborough to the position of Superintendent of Public Works Operations. In approving this request and considering that a classification study has been initiated, the Board strongly discourages any appointment or movement towards appointment of an Assistant Superintendent of Public Works Operations or comparable position until the study has been completed.

4. POLICE CHIEF'S REQUEST FOR SALARY ALLOCATION FOR APPOINTMENT OF POLICE OFFICER:

The Board voted unanimously to support the Police Chief's salary request of Grade 1, Step 8 of the Fiscal Year 2016 Police General Wage Schedule for the appointment of Jenn Barkak to the position of Police Officer – Full Time.

5. CLASSIFICATION STUDY REQUEST:

The Board requested that the Board of Selectmen authorize the Town Administrator to send a memo to each town employee concerning the purpose of this study and the required documentation that each employee must review or complete. This includes the current job description for that employee and a Position Analysis Questionnaire (PAQ). It is necessary that the PAQ be completed and then reviewed by the supervisor. The recommended time frame for return of this document is two weeks from distribution. However, the Board, Selectboard, and Town Administrator may discuss exceptions or problems with this timeframe.

6. MERIT SYSTEM/EMPLOYEES' BONUSES

The Board and the Town Administrator discussed the recently announced bonuses to a number of town employees. The Board is concerned with the process involved in deciding the bonuses, the legal authorization for bonuses, the fairness of this action, and the effect on morale for other town employees. Marie Guerin will draft a memo to be reviewed at the next Personnel Board Meeting addressing the Board's concerns.

7. MEMO TO BOARD OF SELECTMEN:

Marie Guerin will send a memo to the Board of Selectmen advising them of the votes for the salary requests for the Police Office appointment and the Superintendent of Public Works Operations appointment. In addition, this memo will include the Board's request concerning the documents for the Classification Study.

8. NEXT MEETING: Scheduled for August 17, 2015 at 5:30 P.M.

9. ADJOURNMENT: The meeting adjourned at 7:00 P.M

Respectfully submitted,
Marie Guerin