

**PERSONNEL BOARD MEETING  
Town of Deerfield, Massachusetts  
August 17, 2015**

The Personnel Board met at 5:30 P.M. on Monday, August 17, 2015 in the Town Hall.

PRESENT: Personnel Board members

Michele Komosa  
Mary A. Stokarski  
Marie Guerin

1. REVIEW OF MINUTES:

Minutes of July 27, 2015 Meeting - received, voted as amended, and accepted for record.

2. REVIEW OF MERIT SYSTEM/EMPLOYEES' BONUSES MEMO

The Board reviewed the memo to the Board of Selectmen requesting information concerning the employees' bonuses/one time adjustments. Marie Guerin was instructed to forward this memo. (Memo attached.)

3. REVIEW OF HIGHWAY EMPLOYEES' JOB DESCRIPTIONS AND POSITION ANALYSIS QUESTIONNAIRES (PAQs)

The PAQs were incomplete and not signed by employees or supervisor. Marie Guerin was asked to notify the Town Administrator.

4. NEXT MEETING: Scheduled for September 14, 2015 at 5:30 P.M. (This date was later rescheduled to September 21, 2015, same time.)

5. ADJOURNMENT: The meeting adjourned at 6:20 P.M.

Respectfully submitted,  
Marie Guerin