

PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts
September 21, 2015

The Personnel Board met at 5:30 P.M. on Monday, September 21, 2015 in the Town Hall.

PRESENT: Personnel Board members

Michele Komosa
Mary A. Stokarski
Marie Guerin
Town Administrator
Kayce Warren
Superintendent of Public Works Operations
Kevin Scarborough

1. REVIEW OF MINUTES:

Minutes of August 17, 2015 Meeting - received, voted and accepted for record.

2. SEARCH COMMITTEE REQUEST FOR SALARY ALLOCATION FOR WASTE WATER TREATMENT OPERATOR APPOINTMENT:

The Board voted unanimously to support the Search Committee's salary request of Grade 2, Step 6 of the Fiscal Year 2016 General Government Wage Schedule for the recommended appointment of Dennison Hunt to the position of Waste Water Treatment Plant Operator.

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

Job descriptions and PAQs were distributed by Town Administrator and Superintendent of Public Works Operations. There were three PAQs which were incomplete and will be completed before next meeting. The Board decided to review all documentation at home for discussion at next meeting.

4. MERIT SYSTEM/EMPLOYEES' BONUSES

The Town Administrator distributed copies of minutes from May 29 and June 19, Board of Selectmen Meetings, and those of June 4th South County EMS Board of Oversight Meeting to address issues raised in the Personnel Board's memo of August 17th concerning Employees' Bonuses/One Time Adjustments. In response to one of the questions raised in the memo, the Town Administrator advised the Board that there was precedence for this action and that those employees awarded bonuses in the last fiscal year experienced many unique circumstances for extended periods of time in their positions. The Personnel Board requested that the Board of Selectmen consider discussing the awarding of future bonuses with the Personnel Board.

5. NEXT MEETING: Scheduled for Monday, October 5, 2015 at 5:30 P.M.

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

Respectfully submitted,
Marie Guerin