

**PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts
October 5, 2015**

The Personnel Board met at 5:30 P.M. on Monday, October 5, 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 September 21, 2015 Meeting - received, voted and accepted for record.

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

The Board discussed the job descriptions and PAQs which were distributed at the previous meeting. The Town Administrator distributed the rest of the Highway Department PAQs. A number of issues were raised during the comparisons of the PAQs. The Board requested, if he is available, that the Superintendent of Public Works Operations be asked to attend the next scheduled meeting in order to finalize the job descriptions.

3. NEXT MEETING: Scheduled for Monday, October 19, 2015 at 5:30 P.M.

4. ADJOURNMENT: The meeting adjourned at 7:29 P.M

Respectfully submitted,
Marie Guerin