

**PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts
October 19, 2015**

The Personnel Board met at 5:30 P.M. on Monday, October 19, 2015 in the Town Hall.

PRESENT: Personnel Board members

Michele Komosa

Mary A. Stokarski

Marie Guerin

Superintendent of Public Works Operations

Kevin Scarborough

1. REVIEW OF MINUTES:

Minutes of October 5, 2015 Meeting - received, voted and accepted for record.

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

The Superintendent of Public Works Operations explained and answered questions concerning job duties and requirements for positions in the Highway and Waste Water Treatment Departments. Michele Komosa will prepare a list of additions and edits for those job descriptions and forward it to the Town Administrator. The Board requested that the Superintendent research job descriptions for Part Time employees.

3. CONTINUATION OF CLASSIFICATION STUDY

The Board will request that job descriptions and PAQs from employees in the Selectmen's Office be prepared and made available for the next scheduled meeting.

4. TOWN EMPLOYEES LIST

A reminder will be sent to the Town Administrator for the Town Employees List which had been previously requested.

5. NEXT MEETING: Scheduled for Monday, November 9, 2015 at 5:30 P.M.

6. ADJOURNMENT: The meeting adjourned at 7:30 P.M

Respectfully submitted,
Marie Guerin