

**PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts
November 9, 2015**

The Personnel Board met at 5:30 P.M. on Monday, November 9, 2015 in the Town Hall.

PRESENT: Personnel Board members:

Michele Komosa
Mary A. Stokarski
Marie Guerin

1. REVIEW OF MINUTES:

Minutes of October 19, 2015 Meeting - received, amended, voted and accepted for record.

2. SALARY GRADE AND STEP REQUEST FOR HIGHWAY EMPLOYEE PROMOTION:

This request was tabled. Employee did not accept promotion offer.

3. REVIEW OF PART-TIME HIGHWAY EMPLOYEES' JOB DESCRIPTIONS:

This review was tabled. Superintendent of Public Works Operations was not able to attend meeting.

4. REVIEW OF SELECTMEN'S OFFICE EMPLOYEES JOB DESCRIPTIONS AND POSITION ANALYSIS QUESTIONNAIRES (PAQs):

This review was tabled until next meeting for Town Administrator's review of these documents.

5. CONTINUATION OF CLASSIFICATION STUDY:

The Board reviewed the job descriptions and PAQs for the positions of Assessor's Clerk and Recreation Director. Questions and a recommended change will be addressed to Town Administrator.

6. NEXT MEETING: Scheduled for Monday, November 30, 2015 at 5:00 P.M.

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

Respectfully submitted,
Marie Guerin