

**PERSONNEL BOARD MEETING  
Town of Deerfield, Massachusetts  
November 30, 2015**

The Personnel Board met at 5:00 P.M. on Monday, November 30, 2015 in the Town Hall.

PRESENT: Personnel Board members:

Michele Komosa  
Nanci Schwartz  
Mary A. Stokarski  
Marie Guerin  
Superintendent of Public Works Operations  
Kevin Scarborough

1. NEW MEMBER:

The Board welcomed the newest member – Nanci Schwartz.

2. REVIEW OF MINUTES:

Minutes of November 9, 2015 Meeting - received, voted and accepted for record.

3. MEETING SCHEDULE:

The Board voted unanimously to meet once a month and make their scheduled meeting date on the first Monday of each month at 5PM. Obviously, this will avoid any question as to our meetings and allow for better planning of requests for the Board.

4. SALARY GRADE AND STEP REQUEST FOR HIGHWAY EMPLOYEE APPOINTEE:

The Board voted unanimously to approve the recommended Salary Grade and Step, i.e. Grade 3, Step 6 of the Fiscal Year 2016 General Government Wage Schedule, for the recommended appointee to the position of Foreman/Heavy Equipment Operator.

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

The Superintendent of Public Works Operations reviewed and discussed the PT Highway position PAQ and draft job description for Transfer Station Attendant. A list of changes to the draft job description will be forwarded to the Town Administrator. With these changes to the job description, the Board will approve this description.

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

The Board commenced the review of the PAQ and job description for the position of Administrative Assistant in the BOS' Office. However, we are requesting that the PAQs and job descriptions for all personnel in this office be made available at our next meeting in order to better understand the office organization and functions more clearly. The Board members have requested the Town Administrator's attendance at the next meeting.

7. NEXT MEETING: Scheduled for Monday, January 4, 2016 at 5:00 P.M.

8. ADJOURNMENT: The meeting adjourned at 6:10 P.M

Respectfully submitted,  
Marie Guerin