

**PERSONNEL BOARD MEETING  
Town of Deerfield, Massachusetts  
January 4, 2016**

The Personnel Board met at 5:00 P.M. on Monday, January 4, 2016 in the Town Hall.

PRESENT: Personnel Board members:

Michele Komosa

Nanci Schwartz

Marie Guerin

Town Administrator:

Kayce Warren

Executive Assistant:

Doug Finn

**1. REVIEW OF MINUTES:**

Minutes of November 30, 2015 Meeting - received, voted and accepted for record.

**2. REQUEST FOR TOWN EMPLOYEES LIST**

The Board received the list of Town Employees with titles, salary grades and steps, and budgeted annual salaries.

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

The Board continued the review of the PAQs and job descriptions for the positions within the Board of Selectmen's Office. The Town Administrator explained additional job duties within the PAQ that she thought were necessary for the position of Executive Assistant. The Board requested that the Town Administrator invite a member of the Board of Selectmen to the next meeting in order to get a clearer vision of the BOS's recommendation for the job description for Town Administrator (since current Town Administrator will be leaving that position) and how that description will impact the position of Executive Assistant. The Town Administrator will invite the Chair of the BOS.

**4. THE BOARD THANKED THE TOWN ADMINISTRATOR FOR HER ASSISTANCE AND WISHED HER THE BEST IN HER NEW POSITION.**

**5. NEXT MEETING: Scheduled for Monday, February 1, 2016 at 5:00 P.M.**

**6. ADJOURNMENT: The meeting adjourned at 6:35 P.M**

Respectfully submitted,  
Marie Guerin