

**PERSONNEL BOARD MEETING  
Town of Deerfield, Massachusetts  
March 21, 2016**

The Personnel Board met at 5:00 P.M. on Monday, March 21, 2016 in the Town Hall.

PRESENT: Personnel Board members:

Michele Komosa

Nanci Schwartz

Mary Stokarski

Marie Guerin

Interim Town Administrator: (ITA)

Doug Finn

1. REVIEW OF MINUTES:

Minutes of March 7, 2016 Meeting were not available for vote.

2. PROGRESS OF COMPENSATION STUDY:

Salary data from the consultant at the Collins Center were forwarded by the ITA to Board members prior to the meeting. Board members expressed frustration at the insufficient amount of data received. Members requested that the ITA research the contractual agreement for this study and clarify with the Collins Center what we need as a final product. The Board reviewed the Hampshire Council of Governments Fiscal Year 2016 Salary Survey. The ITA also distributed a comparison review of average hourly rates of employees in a number of surrounding towns and those of the Town of Deerfield.

3. STATUS OF CLASSIFICATION STUDY:

A comparison of the Administrative Assistant position in the Board of Selectmen's Office and that of Administrative Assistant in the Police Department was conducted. The Board views these positions as comparable in levels of knowledge, skills, and abilities for performing each. The Board has requested Position Analysis Questionnaires (PAQs) and job descriptions for positions in the Town Clerk-Treasurer-Collector's Office, Library, and those for Town Accountant.

4. SALARY RECOMMENDATION FOR FISCAL YEAR 2017:

Since the comprehensive compensation study has not yet been completed the Board voted the following recommendation for Fiscal Year 2017:

*That town employees, excluding police department and school personnel, shall be given a one step increase. Town employees at step 10 of their respective Grades (or above) shall be given a 1.7% increase. Police Department and School Personnel shall receive salary increases in accordance with the appropriate collective bargaining agreements.*

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

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

Respectfully submitted,  
Marie Guerin