



## Town of Deerfield Meeting Notice

Deerfield Municipal Offices  
8 Conway Street  
South Deerfield, MA 01373  
Ph: 413-665-1400  
Fax: 413-665-1411

### Personnel Board Meeting

Date: January 10, 2022 Time: 6:00 pm

Location: Remote

Meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with the Governor Baker's June 16, 2021 Act Extending Certain COVID-19 Measures Adopted During the State of Emergency, including an extension of the remote participation provisions of his March 20, 2020 Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A §20. Remote Meeting Connection noted below.

Please click this URL to join.

<https://zoom.us/j/6200078930?pwd=Z2d6ZzNuMVhJMKJVT2VUYW9yaFhCQT09>

Meeting ID: 620 007 8930 Passcode: 627371

Dial In: 1-(312) 626-6799 Or 1-(929) 205-6099, Toll Free (833) 548- 0276

Meeting attendees should mute phones (**\* 6 for landlines**) unless asking question or commenting. All attendees should wait to speak until other participants are finished.

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#### Agenda

1. Call to Order
2. Review and approve minutes
3. FY2023 Budget Review
4. Appearances/Hearings
5. Discussion/decision items:
  - Job Descriptions for review and approval: Sewer/WWTP – Chief Operator, Certified Operator (revised); SCSC – Outreach Coordinator; Financial – Town Clerk/Treasurer/Collector; Assistant Treasurer/Collector; Assistant Town Clerk;
  - Hiring pay ranges for Outreach Coordinator, Certified and Chief Operators
  - Personnel Manual – Prevention of Discrimination and Harassment policy, code of conduct, appointment policy/bylaw, other key policies
  - Classification/compensation plan clarification
6. Other items not anticipated 48 hours prior to meeting.
7. Adjourn

*The listing of matters are those reasonably anticipated by the chair that may be discussed at the meeting. Not all listed items may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permissible by law.*