

PERSONNEL BOARD MINUTES

Town of Deerfield, Massachusetts

Via Teleconference Dial-In Number 1-(312) 626-6799 Or 1-(929) 205-6099, Toll Free
(833) 548- 0276 Meeting ID: 620 007 8930 Passcode: 627371

January 10, 2022

Pursuant to a notice duly filed with the Town Clerk, a public hearing with the Personnel Board was held on Thursday December 16, 2021 via remote teleconference, per allowance under "Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20", promulgated by Charles D. Baker, Governor of the Commonwealth of Massachusetts.

PRESENT: Personnel Board (PB) members: Raloon Bialek, Lisa Middents, and John Paresky (also Finance Committee); Town Administrator, Kayce Warren, Mike Killeen (member of the public) Analee Wuhlfkuhle (Planning Board)

1. CALL TO ORDER

The meeting was called to order at 6:05 pm on Monday January 10, 2022.

2. REVIEW AND APPROVE MINUTES

Motion: John made a motion to approve 11/15/21 minutes as submitted

Second: Raloon

Vote: John– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

3. PUBLIC COMMENT

Mike Killeen asked how the PB policies and bylaws get enforced. Kayce explained that for purposes of enforcement, she is responsible. The Town tries to maintain adherence to the bylaws to the best of our abilities.

4. FY2023 BUDGET REVIEW

Kayce, last year didn't make a change to the budget from last year. We may want to add in expenses for job openings notifications in newspapers.

Motion: John made a motion to approve the PB budget for FY23 for \$750.

Second: Raloon

Vote: John– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

5. DISCUSSION/DECISION ITEMS– JOB DESCRIPTIONS FOR REVIEW AND APPROVAL.

THE CHIEF OPERATOR, SEWER/WWTP position is a grade 5 and in FY23 it should move up a grade to F (essentially a grade 7).

Motion: John made a motion to approve the proposal that the Chief Operator Sewer/WWTP - position be moved in FY23 from a grade 5 to a grade F (equivalent to the old grade 7)

Second: Raloon

Vote: John– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

CERTIFIED OPERATOR, SEWER WWTF revised job description was presented for discussion. John asked that information about the supervisor of the position be added. Certified Operator will move to a grade D in FY23. The position requires computer literacy skills

Motion: Raloon made a motion that the Certified Operator job description be approved as amended.

Second: John

Vote: John– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

SCSC – OUTREACH COORDINATOR job description was discussed. Analee thinks this is an important position and it should be paid as well as it can be. This person could be a lynchpin for the Town's services to seniors.

Kayce explained that job descriptions are a moving target and can evolve. This position is grant funded until the end of FY22. It may be pulled into the budget and paid for outright. The grant that pays for it will become a more competitive grant. The Board of Overseers may add it to the budget for FY23.

Motion: John made a motion that the SCSC- Outreach Coordinator job description be approved as submitted.

Second: Lisa

Vote: John– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

CLERK/TREASURER/COLLECTOR. Kayce reported that the current Town Clerk Barbara resigned and started a new job today.

Motion: Raloon made a motion that the Clerk/Treasurer/Collector job description be approved as amended.

Second: Lisa

Vote: John– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

ASSISTANT TOWN CLERK. It was recommended that the section on computer literacy be moved to the knowledge and skills section.

Motion: Raloon made a motion that the Assistant Town Clerk job description be approved as amended.

Second: John

Vote: John– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

ASSISTANT TREASURER/COLLECTOR.

Motion: Raloon made a motion that the Assistant Treasurer/Collector job description be approved as submitted.

Second: John

Vote: John– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

6. SCHEDULE NEXT MEETINGS

Monday January 24, 2022 at 6 p.m. and Monday February 28, 2022 will be working meetings to review the Personnel Policy Manual.

7. ADJOURNMENT

Motion: Lisa made a motion to adjourn at 7:53 pm.

Second: Raloon

Vote: John– yes; Raloon– yes; Lisa– yes; (3-0-0) motion carried unanimously.

Respectfully submitted, Lisa Middents

Minutes approved, 3/14/22