

## 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

**March 28, 2022**

Pursuant to a notice duly filed with the Town Clerk, a public hearing with the Personnel Board was held on Monday March 28, 2022 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.

1. CALL TO ORDER

The meeting was called to order at 6:00 pm on Monday March 28, 2022.

2. DISCUSSION/DECISION ITEMS

- Proposed FY2023 Classification-Compensation. Kayce will run the Assistant Town Clerk job description position by Mary Aicardi.
- Personnel Policy Manual (PPM) Plan, The PB suggested revisions to pages 17-22 of Ashfield's PPM. (See pp. 17-22 of attached). Kayce has reached out to a friend of hers who is a former HR professional to see if he can consult. She hasn't heard from him. She'll try another friend of hers to see if she can look at the manual. She's thinking this will be in the fall.

3. OTHER ITEMS not anticipated 48 hours prior to meeting.

**Procedure for Recruiting new PB members.** We need to formalize the appointment policy. It should be posted on the Town website, on Facebook on the Town and the Deerfield Now page. The appointing authority is the Selectboard (SB). People who submit a letter of interest should get a reply. PB should get informed about decisions and people not chosen should get notified.

John– the Finance committee just completed the process of getting a new member. Kayce– replied that the Finance Committee is appointed by the Moderator. It depends on how the appointing authority wants to work in concert with other groups. Often, we don't get multiple candidates. It sounds like we want to set up a system to evaluate candidacy. The PB wants to set up a system to avoid the appearance of cronyism.

Kayce– the piece that isn't formalized is an evaluative process since we don't get multiple applications. The Planning Board held interviews in a public meeting.

Kayce could put vacancies on the website and on social media. She could ask the web designer to add a “vacancies” page to the website.

Trevor often posts vacancies on Deerfield Now. Chris Larrabee is a reporter and could place it in a column in the Recorder “South County Forum.”

Raloon, could Kayce put it out to the SB to post a vacancy onto FB, the website, the paper?

**Plan for next PB meeting**—Kayce will provide us with the revised job Raloon is concerned about inflation versus cost of living raises. Per Kayce, all Town employees are getting a 2% raise. However, inflation is now 8%. Kayce pointed out that the Town of Deerfield did not freeze their pay increases for employees as is other towns in FY20 and FY21.

4. SCHEDULE NEXT MEETINGS

Next meeting: May 16 at 6 pm by Zoom and June 13 at 6pm.

5. ADJOURNMENT

**Motion:** John made a motion to adjourn at 7:58p.m.

**Second:** Raloon

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

Respectfully submitted, Lisa Middents  
Minutes approved as submitted 9/12/22

Approved September 12, 2022