



**Deerfield Personnel Board**

January 20, 2025, 5:45 pm

8 Conway Street, South Deerfield MA 01373

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Deerfield Personnel Board was held January 20, 2026 at 5:45 pm at the Deerfield Municipal offices, Main Meeting Room, 8 Conway Street, South Deerfield, MA, Meeting was recorded by FCAT and/or Town of Deerfield Staff. This meeting was held in a **Remote** fashion with the opportunity for remote participation in accordance with House Bill Number 58 of the 193<sup>rd</sup> General Court, which extended the Governor's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20, until June 30, 2027.

Board members present: Raloon Bialek, Eric Farrell, Holly Lankowski, and James Cambias.

Also present: Christopher Dunne, Town Administrator; and other members of the public.

1. Call to Order
2. Public Comment Suspended until Next Meeting
3. Discussion/Decision Items:
  - a. Job Description Reviews
    - i. Police Department Assistant
      - Dunne and the Board reviewed the Police Department Administrative Assistant Position requests and feedback to further improve the Job Description. Notable feedback included the following: Regrading from Grade C to Grade E, removal of redundant and outdated language and usage of gender-neutral language where possible, consideration for future revision of title to Staff Assistant or Departmental Assistant, more clear usage of "Preferred versus Required Qualifications" throughout the description, and simplification of the Job Description where possible while retaining minimum qualifications for the Job.
      - Dunne would bring changes and feedback to Chief Paciorek Jr for confirmation and return to the Board at their next scheduled meeting.
    - ii. Principal Assessor
4. Other items not anticipated 48 hours prior to meeting. \*
5. Next Meeting February 10, 2026
6. Adjourn

*\*The matters listed are those reasonably anticipated by the Chair which **may** be discussed at the meeting. Not all items listed **may** in fact be discussed, and other items not listed **may** also be brought up for discussion to the extent permitted by law.*

***Motion to Adjourn at 7:00 pm – Farrell***

***Second: Lankowski  
(4-0-0)***

***Vote: Lankowski – aye, Bialek – aye, Farrell– aye, Cambias- aye***

Respectfully submitted,  
Agenda, January 20, 2026

Alex Herchenreder    Documents List:    Personnel Board