



Deerfield Personnel Board

February 26, 2026 6:00 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 February 26, 2026 at 6:00 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 193rd 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. Minutes To Review
 - a. December 10, 2025
 - b. January 20, 2026

Motion to Approve the Minutes from December 10, 2025 and January 20, 2026 – Farrell

Second: Lankowski Vote: Lankowski – aye, Bialek – aye, Farrell– aye, Cambias- aye (4-0-0)

4. Hearings/Appearances
5. Discussion/Decision Items:
 - a. Review and Finalize Job Descriptions
 - i. Police Department Assistant
 - The Board reviewed of the proposed changes to the Police Department Assistant job description, including removing references to paralegal review and specific equipment operations. Notable concerns were physical requirements section, particularly regarding matron duties and potential restraint of individuals. Clarification of emergency response expectations with the chief.
 - ii. Principal Assessor
 - Review of the Principal Assessor would replace an administrative assistant role and potentially take on some tasks currently handled by consultants. The position is expected to be full-time and potentially at a higher grade level, with the goal of reducing the scope of contracted services. Clarification of language in the job description, particularly regarding confidentiality requirements and special qualifications. They also touched on the budget

implications of the new position, with further review with Finance Committee would occur.

Motion to Approve the Principal Assessor Job Description with Amendments Made – Lankowski

Second: Cambias Vote: Lankowski – aye, Bialek – aye, Farrell– aye, Cambias- aye (4-0-0)

- iii. DPW – Building Maintenance Manager (Grade E, Step 1)
 - The Board reviewed the proposed Town Buildings Maintenance position noting some concern with combining administrative and maintenance duties. The Board agreed to invite Julie Chalfont and Matthew Morse to a March meeting to further discuss the position, as it may not be funded this budget year. They also noted that while current maintenance tasks are handled by various DPW staff, there is no dedicated facilities manager, and cleaning services are contracted for some but not all town buildings.
- b. Review and Prepare Draft Updates to Personnel Rules and Regulations
 - i. Employee Performance Evaluations
 - The Board discussed implementing a new performance management system for town employees, with Lankowski presenting a Draft Policy that includes both formal evaluations and bonus opportunities tied to performance. Concerns arose regarding the consistency of evaluations and potential legal challenges. while Emphasis of providing constructive feedback and support for employees. Town Council review the policy before finalization and consideration for Town Administrator or Committee for review of bonus opportunities.
- 6. Town Administrator Updates
 - i. South County EMS Policies
- 7. Other items not anticipated 48 hours prior to meeting. *
- 8. 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 7:18 pm – Farrell

Second: Lankowski Vote: Lankowski – aye, Bialek – aye, Farrell– aye, Cambias- aye (4-0-0)

Respectfully submitted, Alex Herchenreder

Documents List: Personnel Board Agenda, February 26, 2026