

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

July 25, 2022

Pursuant to a notice duly filed with the Town Clerk, a public hearing with the Personnel Board was held on Monday July 25, 2025 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, John Paresky (also Finance Committee); Town Administrator, Kayce Warren.

1. CALL TO ORDER

The meeting was called to order at 6:07 pm on Monday July 25, 2022.

2. PERSONNEL BOARD VACANCY FOLLOW-UP

Kayce will talk to the Asst. Town administrator about putting another button for quick links about Committee and Board vacancies. Raloon emphasized the importance of getting the word out in an equitable fashion. John suggested that besides putting it out on Facebook via Deerfield Now, it could be on FCAT.

3. DISCUSSION/DECISION ITEMS:

• **Job Descriptions**

–**Administrative Assistant (Inspections).** Raloon made some grammatical corrections and asked a work environment question- would the building inspector send someone out into the field? Kayce replied that the person may be required to assist the building commissioner in the field.

Will the person be required to work after normal business hours? If so, is that overtime or do you get comp time? Kayce replied that we flex the person's time and they can leave early another day.

Motion: John made a motion to approve the job description with amendments

Second: Raloon

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

–**Administrative Assistant (SB/TA), Assistant Town Administrator.** John pointed out that the ability language in this one should also be in the one we just approved.

Motion: John made a motion to approve the job description as amended

Second: Raloon

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

• **Update on Town Clerk and Treasurer/Collector split.** See Kayce's memo sent via email.

4. PERSONNEL POLICY MANUAL

Lisa asked about FRCOG (Franklin Regional Council of Government) having any HR support for towns. Kayce said they've been talking to them about that for 8 years. The issue is that each town has regional school systems grades 7-12 along with elementary staff. This is somewhere in the range of 250 employees. This makes it hard for towns to share an HR professional. Kayce– evaluated this as a 4-town group, would need 2 people because of the workload.

5. OTHER BUSINESS

The legislator updated the language on remote meetings until March 2023. New language for remote meetings started as of last Friday. To go into effect for minutes starting 8/15.

6. SCHEDULE NEXT MEETINGS

Next meeting will be Monday, August 15 at 6 p.m.

7. ADJOURNMENT

Motion: Lisa made a motion to adjourn at 7:03 p.m.

Second: John

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

Respectfully submitted, Lisa Middents

Minutes approved as submitted, 9/12/22

Approved September 12, 2022