

Edgartown Affordable Housing Committee Meeting

Tuesday February 15, 2022 at 5:00 PM

Members in Attendance: Chairman Mark Hess, Tim Rush, Christina Brown, Christine White, Melissa Vincent, Maria Ventura

Chairman Hess opened the meeting at 5:00 PM.

Minutes: Tim Rush moved to approve the January 18, 2022 minutes. Christina Brown seconded the motion and the motion passed unanimously.

Old Business:

Municipal Housing Manager job description/implementation:

Chairman Hess began the meeting with a review of what has taken place over the last 6 months. The Chairman stated, the committee has always had an administrator and as time has gone on, the job has become more complicated and time consuming. The committee has been lucky to have excellent people in this position. Some months back the committee voted to go through the process to have the committee and the administrative position fall under the town umbrella funded by the town general fund. The Committee agreed that the scope of the job was more than originally anticipated and requires much more work and time than in past years. The day to day operations of the Affordable Housing Department are becoming more and more complex, far beyond the reaches of what a volunteer committee can accomplish in two hours two days a month.

For a myriad of reasons, the Town feels that at this point in time they are unable to pursue that a town funded position. There was discussion about how the Town pay scale is set up.

The Chairman discussed how the new job description was created as well as the pay scale for the position. Chairman Hess then answered questions submitted via email from Tim Rush confirming there would not be advertising for a new position because this is a promotion and extension of the current position. Christine White asked the Chairman to list the other positions that are in the H level pay scale. Chairman Hess stated that the Ambulance Coordinator and the Conservation Agent are in the H classification.

There was discussion about what warranted the reclassification of the position. The administrator asked to clarify a couple of points, one being that the reclassification of the position meant that the job description would in fact change to include an abundance of more responsibilities and authority to carry out these responsibilities, the new pay scale reflects these additional responsibilities.

Melissa Vincent commented that when she attended the the Personnel Board meeting where this was discussed, the board voted to reclassify the administrator's position but they were not voting for the Town to pay for it from the general fund. The board voted for the reclassification so that if the town ever did want to take on this position. there would already be a classification in place as well as the committee having a starting point for the position for the committees own records.

Ms. Vincent went on to say that she gave input on the job description as did the Chairman, Jason Mazar-Kelly and the administrator and they are now looking to the rest of the committee for additional input. Kim Lucas and the Personnel Board looked at the description and decided that the H classification was where the position fell on the pay scale.

Tim Rush asked what other boards were consulted in this decision. Melissa Vincent replied that they went to the Personnel Board for classification and discussion about it going on to a town meeting warrant to create a position for it. James Haggerty, town administrator, was present and he said at the time, although he would in the future like the committee to look into having this type of position, there was not enough time or information to bring it before the Selectboard or to put it on this year's town warrant. Mr. Haggerty also stated that the Trust can determine to pay whatever it wants to pay its administrator and the Town does not have any say in that.

Christine White asked who pays for benefits. The administrator replied that any municipal employee that works over 20 hours a week is entitled to town benefits, she however does not get her benefits through the town. There was further discussion clarifying pay scale. The administrator gave the highest cost insurance plan for a family through the town insurance which would come out to be \$2,892 which comes to \$34,374 annually. Christina Brown made a motion to retitle the affordable housing assistant position to the municipal housing office manager position and the committee will follow the recommendation of the Personnel Board to set the salary at the H grade, step 2 position on the town's wage scale. Melissa Vincent seconded the motion and the motion passed with one abstention.

Meshacket project progress: The administrator informed the committee that the Wastewater Department accepted the IHT/AI request for increased flow for the project for up to 80 bedrooms. The administrator also informed the committee that she had received a revised site plan from IHT/AI that is positioned slightly differently than the original to further accommodate various factors of the site and will use the newest version of the site plan to present to Jesse Leddick and the Natural Heritage and Endangered Species Program (NHESP). IHT/AI will be looking for approval of the site plan from NHESP which they do not believe will be an issue given they were asked to stay under a 5 acre building envelope and they are under a 4 acre building envelope.

New Business:

Kathleen Brasefield refinance: The administrator briefly went over the paperwork associated with the refinance request. There were no clarifications needed. Melissa Vincent made a motion to approve the refinance, Tim Rush seconded and the motion passed unanimously. The administrator will draft a letter of approval to the applicant and bank.

Melissa Vincent requested to add a piece of new business for the Committee to consider looking into. An application went to the Planning Board and is now at the Commission. The application was from the hospital Navigator program and proposes 70 skilled nursing beds as well as 76 workforce housing beds. However, there have been no affordability discussions and no staff beds for 100% AMI and under. Ms. Vincent would like to send a letter requesting information for what type of affordability accommodations are being made on this project for both employees

and patients who will be living on the property. The proposal also states that they do not just have to limit to Martha's Vineyard Hospital employees. The administrator will send around the links to the MVC on this project as well as draft a letter with Melissa Vincent for Committee review.

Meeting dates and schedule: March 22, 2022 (Later amended to March 29, 2022)

Correspondence: Demo Delays: 6 Plover Circle, 183 Upper Main St.

The meeting was adjourned at 6:22 PM.

Respectfully submitted,

Arielle Faria