



**TOWN OF EDGARTOWN**  
**PERSONNEL BOARD**  
HUMAN RESOURCE DEPARTMENT

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**Town of Edgartown | Personnel Board**  
**Fred B. Morgan Meeting Room | Edgartown Town Hall**  
**70 Main Street, Edgartown, MA 02539**  
**Wednesday, November 15, 2023 | 8:30 AM**

**Members Present:** Suzanne Cioffi, Chairperson, Kelly McCracken, Haley Duquette, Employee Representative

**Speakers Present:** James Hagerty, Town Administrator

**Guests:** None

**Members Absent:** None

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**The meeting was called to order: 8:30 AM**

**Personnel** – Town Administrator provided reports on the following:

1. Workers Comp/FMLA Report
2. Vacant Positions
3. New Hires

**New Business-**

The Water Department has an employee, currently in an administrative position, that received proper certification to be able to provide coverage for the meter readings that are required daily. A EWD employee is assigned to the weekend meter readings. Ms. Boyd showed interest in training for D1 & T1 licensing in order to provide needed coverage. The EWD felt this was beneficial for the entire department and provided Ms. Boyd with the training that operators receive. She attended and passed classes to receive the proper this certification. Water Superintendent Bill Chapman feels this has been a great advantage to the department and after discussing it with the Water Commissioners would like to offer Ms. Boyd a \$1000 stipend.

While this is not a part of her job description, it fills an important gap for the department because the staff has vacancies. Mr. Chapman also noted that the State of Massachusetts requires the Wastewater and Water departments to have a certain number of licensed employees. Ms. Boyd has received D1 & T1 Operator in Training. Although it is no in her job description, the knowledge helps her to have a better understanding of her own job. Typical Operators will move from an Operator I to an Operator II once they receive this licensure. James Hagerty discussed the one-time incentive policy that has been run by the town's labor counsel. New stipends must be voted at Town Meeting. Kelly McCracken supported providing a stipend and commended Mr. Boyd for going over and above and taking the initiative to help her employer and by extension the Town and the citizens.

**MOTION**: On a motion duly made by Kelly McCracken and seconded by Haley Duquette to initiate a Town Meeting article to include an annual \$1000 stipend for certain EWD licensure. 3AYES, 0 NAYS

James Hagerty will work with Bill Chapman on an equitable draft that is applicable to the EPW functions for Administrators.

The Edgartown COA requested a title change for their Administrator. The title change has no monetary implication, it is only for clarification on the position. The terminology of Director is more in line with peers across the State in the same position. The title of Administrator is often mistaken for Administrative Assistant and creates unnecessary confusion.

**MOTION**: On a motion duly made by Haley Duquette and seconded by Kelly McCracken to initiate a Town Meeting article to change the title of COA Administrator to COA Director. Kelly McCracken seconded the motion. 3 AYES, 0 NAYS

James Hagerty presented an amendment to the Personnel Bylaw for Sick/Vacation time to be voted at the 2024 Town Meeting. Mr. Hagerty would like to table the Section 11-2 Granting of Sick Leave wording until the December meeting, however, he provided the wording to Section 10-2 Vacation Granted. (See file) After a discussion, it was decided to combine the Vacation and Sick leave amendments in one Article for Town Meeting. The wording will be reviewed and voted at the December meeting.

Mr. Hagerty reviewed the One Time Sign-on Incentive Policy that he would like to propose at the 2024 Town Meeting.

**MOTION**: On a motion duly made by Kelly McCracken and seconded by Haley Duquette to initiate a Town Meeting Article to accept the One Time Sign-On Incentive Policy as presented. 3 AYES, 0 NAYS

The FY25 COLA recommended by James Hagerty is 4.50%. Kelly McCracken asked about the FY24 COLA increase as it related to other towns. Mr. Hagerty stated that the Town has an 8-Step scale which has larger annual increase between Steps than some other town. Many

employees received a step increase and the 5% FY24 COLA. Kelly McCracken asked if the Board should table the final decision on the FY25 COLA for a month to see what happens with the economy.

Mr. Hagerty provided the FY25 Seasonal Wage Scale with increases of 10% across the board. Mr. Hagerty provided explanation of where the positions currently stand.

**MOTION:** On a motion duly made by Kelly McCracken and seconded by Haley Duquette to approve the FY25 Seasonal Wage Scale as presented. 3 AYES, 0 NAYS

A quick discussion about adding the Town Administrator to the Personnel Board ensued.

**Next meeting dates:**

December 21, 2023 8:30am

**Adjournment-** Meeting adjourned at 9:21 AM.

Minutes reviewed and accepted:

\_\_\_\_\_  
Chair/Member

Date: \_\_\_\_\_

Clerk: \_\_\_\_\_