



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

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**Town of Edgartown | Personnel Board**  
**December 21, 2023 | 2:00 PM - 3:00PM**  
**Fred B. Morgan Meeting Room**

**Members Present:** Suzanne Cioffi, Chairperson, Haley Duquette, Employee Representative, Kelly McCracken (via telephone)

**Speakers Present:** James Hagerty, James Robinson, Amy Tierney, Jessica McGroarty, Jane Varkonda, Kara Shemeth, Lisa Sherman

**Guests:** Andrew Kelly

**Members Absent:** None

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**The meeting was called to order:** 2:05 PM

James Robinson began recording the meeting using the voice memos app.

**Personnel:**

James Hagerty shared the following:

- there is still an individual from the School Department out on FMLA leave;
- the Human Resource Director, Wastewater Administrative Assistant, Wastewater Operator, Water Department Operator, Assistant Animal Control Officer, and Beach Director positions were filled;
- the Planning Board has selected a Planning Board Assistant candidate to fill the role;
- there are still open positions in the Library Department and Police Department.

**Town Administrator Update:**

There were no additional updates.

### **Old/New Business: Fiscal Year 2025 Cost of Living Adjustment (COLA):**

James Hagerty noted that the proposal was presented at the previous meeting, that CPI for the previous year was calculated at 4.49%, and that a vote would be appropriate for this meeting. James Hagerty recommended a 4.5% or 5% COLA adjustment.

Kelly McCracken recommended approving a 5% COLA to be in line with the previous year's cost of living adjustment.

A discussion was had regarding whether Haley Duquette should recuse from the vote due to their direct financial connection to the adjustment as a current Town employee. James Hagerty recommended recusal. Amy Tierney highlighted that Haley Duquette was elected by the employees to vote on decisions, including COLA. Suzanne Cioffi cited past precedent that the Employee Representative historically recused from such votes and recommended James Robinson investigate the appropriateness of the Employee Representative voting on items that have a direct financial impact on personnel.

Haley Duquette expressed support for the 5% COLA.

Amy Tierney noted that the Town of Edgartown is falling below comparable positions in other island towns, but not entirely due to COLA adjustments. James Hagerty noted that a classification and compensation study will be planned for the FY2026 budget year.

Kelly McCracken made a motion to approve a 5% COLA. Haley Duquette seconded the motion. Suzanne Cioffi and Kelly McCracken voted in the affirmative, Haley Duquette abstained. The 5% COLA was approved.

### **Old/New Business: Requested Amendment to the Personnel Bylaw for the 2024 Annual Town Meeting - Vacation/Sick**

James Hagerty presented the proposed amendments and shared that they are the product of the Town's working group. The amendments would allow employees to accrue time immediately after they start their employment instead of after the first year, and noted that the Personnel Board already approved the changes. James Hagerty noted that both seasonal and part-time employees are entitled to accrue sick and vacation time, and that the Town will need to track hours worked in order to be in compliance. Legal counsel will need to be consulted in order to provide a more complete version of the amendment. James Hagerty noted that clarification will be sought regarding the effective date of the changes, but likely will go into effect immediately after passage at Special Town Meeting.

James Hagerty noted that the one-time incentive policy will need to be voted at Town Meeting because it is a change in classification unless otherwise permitted by state law. Kelly McCracken

recommended modeling after School Department contracts regarding one-time incentives and stipends.

Suzanne Cioffi tabled the topic as it was not listed on the meeting's agenda, and will put the item onto a future agenda.

James Hagerty noted that the proposed articles will return to the Personnel Board prior to the start of budget hearings.

A discussion was had regarding the tracking of accrued time. James Hagerty that the Town will be ultimately utilizing MUNIS to become compliant on tracking accrued time.

Kelly McCracken sought clarity on the status of the Benefits Coordinator and the interface between Human Resources and the Treasurer's Departments.

The Personnel Board unanimously gave consensus to the Town Administrator to bring forward a finalized draft of the articles.

#### **Old/New Business: Parks Department Assistant Beach Director Request:**

Andrew Kelly shared that the Beach Director has been selected and will need an Assistant in order to meet the needs that require supervisor be present at the properties during all business hours. The position request is already budgeted for with available funds, and having both a Director and Assistant will allow the Department to adequately cover the shoulder season, and will alleviate the overtime budget. It was highlighted that the Town must follow the same responsibilities that are expected of other stewards of the Town beaches. Jane Varkonda noted that the responsibilities at South Beach and Norton Point will require additional staffing. Suzanne Cioffi expressed concern over the timeliness of the request.

A discussion was had regarding the implications of the position request on current budgets. Andrew Kelly highlighted that certain seasonal positions would be eliminated in favor of the position requested. There was discussion surrounding the Norton Point revolving fund and where the positions will be paid from. Kelly McCracken expressed concerns surrounding the possibilities of escalating costs.

Jane Varkonda noted that the Town must maintain supervision of the properties during the offseason, and that the historic staffing structure is preventing the Town from adequately managing the properties. Kelly McCracken highlighted the need for the Town to develop a plan regarding the management of the properties following historic management issues with previous stewards. Andrew Kelly and James Hagerty noted that the beach management structure is still being developed with the intention of keeping operations internal. Haley Duquette expressed support for the request.

Suzanne Cioffi sought additional clarity on the current staffing layout and confirmed that the request is contingent on Finance Committee approval.

Jane Varkonda noted that the Parks Department has been historically understaffed compared to the full breadth of stewardship needs, and that the position request is informed by the issues that have come up in the past regarding the management of the beaches.

There was discussion on which Grade would be appropriate for the position, which was proposed on Grade C with a range of \$26.02-\$34.24.

The Personnel Board requested the request be further presented at the next meeting with more organizational details.

**Old/New Business: Building Inspector Zoning Enforcement Officer Request**

This item was tabled as no material was submitted in time for the meeting.

**Review/Approval of Minutes:**

A plan is in place to approve the outstanding minutes.

**The meeting adjourned:** 3:21 PM

**Next Meeting:** Thursday, January 4, 2024 at 8:30 AM

Minutes reviewed and accepted:

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

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

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