



TOWN OF EDGARTOWN
PERSONNEL BOARD
HUMAN RESOURCE DEPARTMENT

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Town of Edgartown | Personnel Board
70 Main St, Edgartown, MA
May 25, 2023 | 8:30 AM

Meeting Minutes

Board Members: Suzanne Cioffi, Chairman, Kelly McCracken, Haley Krauss
Staff: Maria Ventura, Interim Human Resource Director, James Hagerty, Town Administrator

Call to Order

Meeting commenced at 8:31am

Agenda taken slightly out of order upon agreement of the Board Members

Town Administrator Update-

James Hagerty reported that the ancillary benefits group met and will meet again June 18th. Performance evaluations are due June 1st and will be presented to the Personnel Board at the June meeting to have the process completed for July 1st step increases. Beach will be opening this weekend. Jessica McGroarty from the Parks Department requested that employees be placed on the seasonal scale at steps 5 or 6 to keep competitive with other Parks Departments and other jobs. Mr. Hagerty reports that he has a meeting with Deb Radway, Human Resource Consultant today at 9:30am.

Old/New Business

Animal Control-

Kim Andrade spoke regarding her request to update her job description and be reclassified. Kelly McCracken advised that position was looked at in 2020 and 2021. Ms. McCracken understands that Ms. Andrade is stating that there are different things that she is doing now but she does feel that we do have a record of the Collins Center looking at the position to be sure the job is being classified properly and that the pay is equitable. Discussion ensued regarding hesitancy of changing the job description midway through the time of the next Collins Study and sticking to the process already in place. Ms. Andrade spoke on her concern that her position is considerably lower than other department heads. Ms. McCracken reiterated that the position was looked at in 2020 and 2021 by a company the Town uses and they have determined that it is in the right place. Suzanne Cioffi read from the Collins Center memo dated December 1, 2020: The Collins

Center reviewed and updated the position descriptions of the Animal Control Officer/Inspector and Assistant Animal Control Officer/Inspector to include training requirements and the condition of on-call requirements. Issues pertaining to on-call responsibilities and hours work are a pay issue, not a classification or position description issue. It is recommended the Town review the means, methods and policies regarding on-call requirements and compensation. The revised position descriptions have been provided electronically.

Ms. Cioffi advised the on call issue was addressed at the January meeting. The Board agreed that the job description will be looked at during the next Collins Center review and the procedure and policy will be followed regarding compensation studies. Ms. Andrade spoke on the increase in her work. Ms. McCracken suggested she speak with the Town Administrator if she feels the need for additional help. Ms. McCracken commended Ms. Andrade in the job description and coming to the Personnel Board reiterated how important it is to stick to the schedule that we have with the Collins Center. Ms. Andrade expressed her concern regarding the cost of living on Martha's Vineyard and the need to take that into consideration. Ms. McCracken advised that this is what is done during a compensation study. Ms. Cioffi confirmed that Edgartown employees are receiving a 5% cost of living.

Board of Health-

Matt Poole from the Board of Health was requested to submit to the Personnel Board a breakdown of days included in the carryover an explanation of the justification of the carry over. Mr. Hagerty pointed out that the Towns Personnel By-Laws states 5 days with the approval of the appointing authority. Mr. Hagerty spoke on the fact that without a doubt Matt was not able to take time off.

Motion was made to pay Matt Poole the Health Agent for all current accrued leave that is 52.75 days.

Motion to move by K. McCracken, Second by H. Krauss

Discussion ensued and motion was amended:

Motion was made to pay Matt Poole the Health Agent for all current accrued leave that is 52.75 days due to COVID-19 pandemic and the emergency orders as ordered by the State of Massachusetts and the Federal COVID-19 Public Health Emergency declaration that ended on May 11, 2023.

Motion to move by K. McCracken, Second by H. Krauss

Vote:

McCracken- Aye

Krauss- Aye

Cioffi- Aye

Personnel

1. Workers Comp/FMLA Report (**See Attachment A**)
2. Vacant Positions (**See Attachment B**)
3. New Hires (**See Attachment C**)

Review/Approval of Minutes –

January 9, 2023 meeting minutes tabled

Motion was made to accept March 31, 2023 minutes.

Motion to move by K. McCracken, Second by H. Krauss

Vote: Motion passed with all in favor

Motion was made to accept April 27, 2023 minutes.

Motion to move by K. McCracken, Second by H. Krauss

Vote: Motion passed with all in favor

Motion was made to accept April 27, 2023 Executive Session minutes.

Motion to move by H. Krauss, Second by K. McCracken

Vote: Motion passed with all in favor

Next meeting date changed to Tuesday June 20, 2023 8:30am

Adjournment- Meeting adjourned at 9:14 AM.

Minutes reviewed and accepted:

Chair/Member

Date: _____

Clerk: MV

Attachment A

FMLA/WORKERS COMP as of 5/22/2023

WORKERS COMP

School 8/24/2021

FMLA

Attachment B

Vacant Positions as of 5/22/2023

Department	Position	Hours
Animal Control	Assistant Animal Control Officer	16 every other week
Harbormaster	(Seasonal) Wharfinger	40
	(Seasonal) Assistant Harbormaster	40
Highway	Heavy Equipment Operator/Laborer	40
Library	Library Assistant	18
Planning Board	Planning Board Assistant	40
Police	Police Officer	40
Select Board	Receptionist (Seasonal)	12
Wastewater	Junior Plant Operator/Plant Operator	40
Water	Junior Operator/Operator I	40
Pending Job Offers or Interviews		
Select Board	Facilities Manager	20

Attachment C

Full Time Hires as of 1/1/2023

Last Name	First Name	Department	Position	Start Date
Difo	Jelisa	Library	Department Assistant	1/9/2023
Zghibarta	Cristina	Wastewater	Department Assistant	2/3/2023
Dacey	John	Police	Police Officer	3/1/2023
deOliveira	Chrissy	Building	Department Assistant	3/6/2023
Downing	Connor	Board of Health	Health Agent	3/12/2023
Jackson	Wayne	Water Department	Junior Operator	3/20/2023
McMahon	Chris	Council on Aging	Cook	4/6/2023
Pringle	Julia	Shellfish	Deputy Shellfish Warden	5/15/2023
DeLeon	Shanette	Affordable Housing	Affordable Housing Manager	5/30/2023
Avery	Devon	Wastewater	Junior Operator	6/7/2023

Attachment D

5/23/23, 8:38 AM

Town of Edgartown Mail - Accrued Vacation and Sick time

TOWN OF
EDGARTOWN
WEBMAIL

Maria Ventura <mventura@edgartown-ma.us>

Attachment D

Accrued Vacation and Sick time

1 message

Health Agent <healthagent@edgartown-ma.us>
To: Maria Ventura <mventura@edgartown-ma.us>
Cc: James Hagerty <jhagerty@edgartown-ma.us>

Tue, May 23, 2023 at 8:37 AM

Good morning Maria,
Re: the vacation and sick time I have on the books.

My employee anniversary is 2/20 of each year. The calendar year and my employee year are pretty close to coinciding as far as when I might take a block of time (winter holidays or spring/summer/fall trip). I've never taken a block of time between 1/1 & 2/20.

My current accrued tally is 52.75 days or 422 hrs (not sure why I have a 0.25 fraction of a day)

- In 2019, I took two trips that used all of my vaca when combined with a few other stray days throughout the year.
- In 2020, my employee anniversary coincided pretty closely with the beginning of the pandemic. I didn't take any vacation time in 2020 (20 days or 160 hrs accumulated). I didn't buy back any vacation in 2020.
- In 2021, I bought back 10 days and took a short trip to Maryland for a wedding. I believe I have 6 days (42 hrs) of vaca accumulated in 2021.
- In 2022, I bought back 10 days. I took a couple of blocks of time during the year to get a break but used Personal time for those. I believe I have 9 days (72 hrs) of vaca accumulated in 2022. 2022 was a hectic year with Janet retiring in July, hiring and onboarding Celena along with preparing for my retirement and beginning the hiring process for a new Agent).
- In 2023, on 2/20 I received a fresh allotment of 20 days (160 hrs). I've used 3 days or 24 hrs this year. I have 17 days or 136 hrs on the books for this year.

I believe the blue font summaries of each year total 52 days or 416 hrs. I'm happy to forfeit the 0.75 days that result from my 422 hrs in the interest of keeping the math and research simple.

Please feel free to contact me if you have any questions.

Best regards,
Matt