



TOWN OF EDGARTOWN
PERSONNEL BOARD
HUMAN RESOURCE DEPARTMENT

TELEPHONE
(508) 627-6150

FAX
(508) 627-6152



70 MAIN ST | P.O. BOX 5130
EDGARTOWN, MASSACHUSETTS 02539

PERSONNEL BOARD MEETING
70 Main St, Edgartown, MA
October 26, 2023, 3:30 PM

Meeting Minutes

Board Members: Suzanne Cioffi, Chairman, Kelly McCracken, Haley Duquette
Staff: James Hagerty, Town Administrator

Call to Order

Meeting commenced at 3:30pm

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

Personnel -

Review of the current WC/FMLA reports. New employee has been put on FMLA. Will be monitored by Town Administrator James Hagerty while HR Director applications/interviews are conducted.

Current Vacant Positions:

Assistant Animal Control
EPD – FT officer
EWD – Jr. Operator
HR Director
Wastewater – Jr. Plant Operator
Wastewater – Admin Assistant I
Planning Board Assistant

New Hires:

N/A

Town Administrator Update

Mr. Hagerty presented the FY23 seasonal wage scale for updates. The wage scale has been updated 2 years previous. The FY25 wage scale was proposed with a 10% increase which had been discussed with the HR consultant that has been hired during the HR transition earlier in the year. After consultation with Deb Radway, the TA supports this increase.

MOTION: A motion made by Kelly McCracken and seconded by Haley Duquette to accept the proposed FY25 changes to the seasonal wage scale. 3 AYES, 0 NAYS

Old/New Business

a) Requested Amendment to Personnel Bylaw – Vacation/Sick Policies from the island towns were reviewed for this discussion. The changes that are being recommended change the number of days accrued and distribution. Kelly McCracken asked about having PTO instead of breaking the days out by category. Lisa Sherman said there was a lot of good dialogue in their working group for benefits and incentives. Proposed vacation time is earning .83/hours per month. This is 10 days @ 1 year. Chilmark has a similar policy. Other town policies have probationary periods. There were two small changes to the sick policy including front loading the sick days.

b) One Time Incentive Policy Discussion on this policy was varied. Chairman Cioffi noted that she believes there should be one rate for all employees. She believes you are separating out the employees by having different rates for different salaries. Haley Duquette commented on the tiered approach favorably. She believes the supervisory positions (which are typically paid the higher salaries for additional responsibility) should receive a higher incentive.

c) Library – Restructure of positions The Library Director requested a restructure of two positions (Collection Development and Library Assistant) to be combined as one position. Reclassification was supported by the Personnel Board.

MOTION: A motion was made by Kelly McCracken and seconded by Haley Duquette to approve the restructure of the library department positions. 3 AYES, 0 NAYS

d) Water Department License Incentive The water department superintendent was not at the meeting, so the topic was tabled.

Review/Approval of Minutes No minutes were presented.

Next meeting date November 15, 2023, 8:30am

Adjournment- Meeting adjourned at 5:05 P.M.