



TOWN OF EDGARTOWN
PERSONNEL BOARD
HUMAN RESOURCE DEPARTMENT

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Town of Edgartown | Personnel Board
January 4, 2024 | 8:30 AM - 9:30 AM
Fred B. Morgan Meeting Room

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

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

Guests: Andrew Kelly, Glenn Searle

Members Absent: None

The meeting was called to order: 8:30 AM

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

Personnel:

James Hagerty noted the following

- a School Department employee is on FMLA leave;
- a Highway Department employee will be going onto Workers' Compensation;
- the Planning Board Assistant has started;
- there are open positions in the Library Department and the Police Department;
- the Town is preparing to advertise the seasonal positions for the Katama Airfield;
- the Department Heads will have the opportunity to notify the Human Resource Director of any open positions at the next staff meeting so they may be re-advertised.

Town Administrator Update: 2024 Annual Town Meeting Warrant Articles:

Suzanne Cioffi noted that the items have been discussed and will be finalized for this meeting. The COLA was approved on 12/22 and there are no additional changes. The Council on Aging Title Change was approved at the November meeting. The Water and Wastewater Departments' incentive policies were approved in the Fall. The Sick and Vacation Policy was returned with finalized language. The one-time incentive policy is on the meeting agenda for discussion. The Seasonal Wage Scale was discussed in September and will be finalized for this meeting.

James Hagerty recommended that the article for Town Meeting be an authorization for the Personnel Board and Select Board to enact a One-Time Incentive Policy. The same practice will be followed for the Sick Policy. A discussion regarding seasonal employee accrued time will be required for a future meeting.

Kelly McCracken made a motion to accept the warrant articles as written with the exception of Article 3, which will be subject to further discussion. Haley Duquette seconded. The motion carried unanimously.

Old/New Business: Parks Department Assistant Beach Director Request (*continued*):

Andrew Kelly proposed the updated organizational structure for the management of South Beach and Norton Point, and highlighted the justification for the request. The Beach Director position is management-level, and the Assistant Director is a field-level position.

Kelly McCracken sought confirmation that the full-time Assistant Director would be able to meet the same responsibilities of the two eliminated seasonal positions. Andrew Kelly confirmed and explained that the patrols would receive their assignment each morning, the Beach Director would be located at Norton Point, and that the position request is largely attributed to the needs associated with offseason maintenance.

Kelly McCracken asked why there is no Parks and Recreation Director. Andrew Kelly responded that the Town and Department needed a Beach Director to focus on the beach mandates.

James Hagerty noted that if final clarifications are received ahead of the budget hearings, then the request may move forward.

Kelly McCracken made a motion to approve the position request contingent upon the parameters set forth by the Town Administrator to receive a plan with an organizational chart and budgetary implications by January 8, 2024. Haley Duquette seconded the motion. The motion was approved unanimously. The Personnel Board directed the Town to conduct an organizational review of the Beach Department/Division of the Parks Department.

Review/Approval of Minutes:

A plan is in place to approve the outstanding minutes. Kelly McCracken suggested a special meeting to finalize the outstanding minutes.

James Hagerty highlighted that the Town has retained professional services to refine the Human Resource functions of the department and that the Personnel Board will have materials to review. Kelly McCracken highlighted the need for personnel issues to be processed through the Human Resource Department. Lisa Sherman suggested the Human Resource Director meet with the satellite areas outside of Town Hall.

The meeting adjourned: 9:40 AM

Next Meetings: Thursday, February 22, 2024 at 3:30 PM; Thursday, March 21, 2024 at 3:30 PM

Minutes reviewed and accepted:

Chair/Member

Date: _____

Clerk: _____