



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
Thursday, February 22nd, 2024 | 3:30 PM

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

Speakers Present: James Robinson, Reade Milne, Amy Tierney

Guests: None

Members Absent: None

The meeting was called to order: 3:32 PM

Personnel Update:

James Robinson shared the following:

- A Library Collections Specialist has been hired and is anticipated to start in March;
- The Katana Airfield Manager and Assistant applicants are being reviewed by the Airfield Commission;
- The Parks Lifeguards and Rangers applicants are being reviewed and selected for employment for the upcoming season;
- A Police Officer position has been posted;
- A Highway Department employee has returned from Worker's Compensation.

Reade Milne shared that the Local Inspector in the Building Department will be vacating the position and will be looking to coordinate an exit interview with the Human Resource Department. Reade Milne highlighted turnover in the building and zoning areas of the department due to the salary range and breadth of responsibilities for the positions. Amy Tierney noted that other towns on the island offer overtime for positions in their Building Department where the Town of Edgartown does not.

New Business: Building Inspector Anniversary Date and Longevity Date Determination:

Reade Milne presented a series of payroll information that highlighted their changes in employment status over their years employed with the Town of Edgartown. Reade Milne shared that they have had progressive increases in working hours over the years, and sought clarity on their anniversary date and longevity date, as they have been in temporary, part-time, and full-time roles during their tenure with the Town of Edgartown.

Kelly McCracken sought to define employee for the purpose of the Personnel Bylaw, and to compare data from payroll and personnel action forms to that definition in order to determine when Reade Milne's employment began. It was also highlighted that determining whether Reade Milne received 1099's or W2's for their service to the Town would provide insight to their employment status during a given tax year. The Personnel Board requested that additional payroll information and personnel action forms be collected in order to continue the determination at a future meeting.

Old Business: Collins Center Beach Study Update:

James Robinson shared that they met with representation from the UMass Boston Collins Center on conducting an organizational study for the Town's beach management operations. The discussion is in the early stages and the Town is awaiting a rough draft of a proposal and a rough cost estimate. Kelly McCracken emphasized including a Parks section to the analysis to see where beach management fits into the Parks and Recreation Department. Suzanne Cioffi agreed to pursue a whole departmental analysis with recommendations. It was requested that the Human Resource Department expand the scope of the study to include the operations of the whole department.

Old Business: Draft Memo to Departments on Personnel Board Meetings:

Suzanne Cioffi discussed a previously drafted memo to Town employees encouraging engagement with the Personnel Board and outlining the schedule of upcoming meetings. Kelly McCracken suggested that the Personnel Board continue to host summer meetings (June, July, and August) at the Library in the afternoons, and hold the off-season meetings at the Town Hall in the mornings.

Review/Approval of Minutes:**Minutes of October 2023:**

Kelly McCracken shared that the October meeting minutes are being drafted for approval at a future meeting based on available recordings.

Minutes of November 2023:

Suzanne Cioffi requested that edits be made to correct Haley Duquette's name. Kelly McCracken made a motion to approve the November 2023 minutes with the discussed revisions. Haley Duquette seconded. The motion carried unanimously.

Minutes of February 6, 2024:

Kelly McCracken made a motion to approve the minutes of February 6, 2024. Haley Duquette seconded the motion. The motion carried unanimously.

The meeting adjourned: 4:55 PM

Next Meetings: Thursday, March 21, 2024 at 8:30 AM; Thursday, April 18, 2024 at 8:30 AM

Minutes reviewed and accepted:

Chair/Member

Date: _____

Clerk: _____