



## PERSONNEL BOARD Zoom Meeting Minutes July 9, 2021, 1:00 PM

### Meeting Minutes

**Board Members:** Marcel LaFlamme, Chairman, Maureen Hill, Jos. Rock, Paul Moreau,

**Staff:** Kim Lucas, Human Resources Director

**Presenters:** Memorial Wharf Restoration Committee- S. Ewing, Chairman, C. Scott, J. Smyth, Procurement, J. Hagerty, Town Administrator, P. Bagnall, Shellfish Constable

*Meeting commenced at 1:10 p.m.*

Kim opened the meeting with a discussion of the Memorial Wharf Restoration project. S. Ewing discussed the need for a temporary position and Town representative to act as Clerk of Works for the project. J. Hagerty explains the hierarchy and level of involvement by the Selectboard's office, Memorial Wharf Restoration Committee, Clerk of Works.

*- Temporary support in the Restoration of Memorial Wharf; Clerk of Works will oversee the construction and grant administration on behalf of the Town of Edgartown for the duration of the project. The Clerk of Works will make regular site visits to ensure work is carried out to the Town's standards, specification, materials, workmanship and schedule. They must be observant in their inspections and report all occurrences that are relevant. -*

M. LaFlamme questioned the use of the word "owner" in the draft of essential duties. All agree the word "owner" should be changed to "Town".

K. Lucas questioned who will monitor the budget.

S. Ewing explained the contractor's, and architect/engineers will pay invoices as expected with their respective contracts but invoices submitted to the Town for payment will be processed by the Clerk.

K. Lucas suggested elaborating on the budget functions in the list of essential duties.

K. Lucas suggested adding responsibilities of monitoring on-site health and safety requirements; being observant and reporting missing cones, un-cordoned areas, and other safety concerns.

Jos. Rock and other Personnel Board members spoke to the need for job qualifications - K. Lucas suggested the following qualifications.

- High School Diploma or GED, at least 2 years' experience with project management or Clerk of Works duties, experience with grant writing, excellent communication skills, very good computer and administrative skills, very good knowledge of construction processes, working knowledge of site health and safety requirements.



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K. Lucas agrees to produce a comprehensive job description on Monday.

**Motion:** To support the Memorial Wharf Restoration Committee with a temporary Clerk of Works position, hourly rate of \$50.00.

Moved by P. Moreau, Second by M. Hill. **Vote: Unanimous.**

**Personnel Board votes to close open meeting session (1:36) and re-convene in executive session.**

*Vote to go into Executive Session pursuant to M.G.L. C30A, Sec.21 (1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.*

**Motion:** Moved by M. Hill. Second by M. LaFlamme. **Vote: Unanimous.**

**Executive session minutes are attached as a separate page.**

**Motion:** To adjourn meeting at 2:15 p.m. Moved by Jos. Rock Second by Marcel. **Vote Unanimous.**



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**Staff:** Kim Lucas, Human Resource Director

**Presenters:** J. Hagerty, Town Administrator, P. Bagnall, Shellfish Constable

Paul Bagnall, Shellfish Constable requested the Personnel Board review disciplinary actions taken by the Town during fiscal year 2021.

**Personnel Board votes to close open meeting session (1:36) and re-convene in executive session.**

*Vote to go into Executive Session pursuant to M.G.L. C30A, Sec.21 (1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.*

**Motion:** Moved by M. Hill. Second by M. LaFlamme. **Vote: Unanimous.**

A Grievance session was held to discuss disciplinary actions taken by the Town regarding P. Bagnall. After discussion, Members agree to deliberate and follow up in writing.

**Motion:** To uphold all disciplinary actions as determined.

Moved by P. Moreau, Second by M. Hill. **Vote: Unanimous.**

**Motion:** To adjourn meeting at 2:15 p.m.

Moved by Jos. Rock Second by M. LaFlamme. **Vote Unanimous.**