



Personnel Board Zoom Meeting Minutes December 8, 2021 1:00 PM

Meeting Minutes

Board Members: Marcel LaFlamme, Chairman, Paul Moreau, Joseph Rock, Maureen Hill, Judith Murray

Staff: James Hagerty, Town Administrator, Kim Lucas, Human Resources Director, Jamie Vanderhoop, Human Resources Assistant, Reade Milne, Building/Zoning Inspector, Allan DeBettencourt, Highway Superintendent, Bill Chapman, Water Department Superintendent, Matt Poole, Board of Health Agent, Janet Anthony-Hathaway, Board of Health Assistant, Lisa Morrison, Zoning Board Assistant

Others in attendance: Carol Grant, Zoning Board, Pam Dolby, Zoning Board, Martin Tomassian, Zoning Board, Melissa Vincent, Affordable Housing Committee

Marcel called the meeting to order at 1:02 p.m.

Discussion:

Martin Tomassian from the Zoning Board of Appeals (ZBA) stated that he sent a letter to the Personnel Board (Personnel Board) requesting an increase in hours for the ZBA Assistant.

Kim stated that the position is currently 15 hours and the request is to increase to 25 hours.

Martin stated that the board researched this same position in other towns and the 25 hours is commensurate.

Kim stated that ZBA is very busy and that most likely will not change.

Pam Dolby from the ZBA spoke of her experience when she held the position 12-13 years ago; it is a highly legally responsible job and has to be done right or can cost the town money. The current ZBA assistant does a great job.

Paul questioned the cost to the town as the increase in hours would warrant a benefitted position.

Kim stated an approximate \$30,000 cost.

There was discussion about what that \$30k included; as the current ZBA Assistant is on Medex due to retirement. Kim clarified it would be the town cost to hire in the future.

Lisa the current ZBA Assistant stated that the position is a full-time job everywhere else.

Lisa Morrison clarified that she retired from her position as Conservation Committee Assistant and is remaining in the ZBA Assistant position.

There was discussion about the role of the Personnel Board: Personnel Board does not have the authority to increase cost; that is approved through the budget process, but the Personnel Board can approve increase in hours.

Motion: To accept the hours of the Zoning Board Assistant up to 25 hours/week.



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Moved by P. Moreau, Second by J. Rock. **Vote: Unanimous**

Allan DeBettencourt, Highway Superintendent spoke about his request for a full-time laborer in Grade B for his department. The Highway Department currently does not have a full-time laborer position; all positions currently require CDL and/or Hoisting license. All trucking companies on island are currently trying to hire CDL drivers and there is shortage. Allan advertised for the job with the licensing requirements and received zero applications. He is requesting to create a laborer position to get an individual in the department that can then gain licenses while employed. All Highway Department employees are currently in Grade D and he is requesting this new laborer position to be in Grade B.

Discussion about the current job description. Allan stated that the new laborer position would do everything that is in the current description except drive trucks.

Motion: To create a new full-time Laborer position at the Highway Department in Grade B.

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

Kim and Allan will work together to create a new job description for the position.

Melissa Vincent from the Affordable Housing Committee, joined the zoom meeting from Disney Land and stated that the current Affordable Housing Committee Assistant position is funded through the Affordable Housing trust. The Affordable Housing Committee would like to change the position to be a town employee. The Affordable Housing Committee is looking to the Personnel Board for guidance on this matter.

Kim referenced the letter submitted to the Personnel Board from the Affordable Housing Committee stating that the request was very clear: the current Assistant position is classified as a Grade C but the position is outperforming the duties in that Grade and should be re-classified as a Grade H.

Kim stated that the Conservation Agent is currently a Grade H and is similar to Affordable Housing and does similar functions. The responsibilities are far beyond an Assistant's position.

James stated that right now the position is funded by a trust and not a line item on the town budget. Moving to town employee would create a new department with expenses.

James mentioned other local affordable housing initiatives: the Housing Bank and Meshacket and questioned the possibility of duplicative services.

Judy questioned the logistics of merging a non-profit that receives donations with a town



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Marcel stated that this request may be coming to the Personnel Board too early in the process.

Melissa stated that the Affordable Housing Committee fall under the town and that they go to Selectmen; are not autonomous and would like to see it move forward as a town position.

James recommended that the Affordable Housing Committee get the position in line with town departments and other town housing agents.

Marcel asked what the ask of the Personnel Board is at this time.

Kim stated to reclassify the position from C to H so they can more adequately pay the Assistant through the trust. She's currently at the top of her grade and outperforming her duties. The committee would like to pay her for the job she is doing right now.

Marcel stated that based on research done by Kim, the move to Grade H has been deemed appropriate and the data supports the higher position.

Discussion about the position's current salary of \$57,800. Grade H would give a salary range of \$63, 172- to approximately \$83,000.

Discussion about whether the Affordable Housing Committee could pay the Assistant via contract as an interim solution. James stated that the legality of using a contract would need to be researched.

Melissa asked if there is a mechanism to be able to pay the Assistant more as she is doing more than any assistant in that position in the past and they want to pay her for the duties she is performing.

James stated he did not have a clear answer and the matter needs more research to iron out legally.

Joe stated that the committee wants to pay the Assistant for duties above and beyond duties in the job description. He is unsure if Personnel Board knows the legalities in order to answer.

Kim has already put together the recommendation that it would be an H. Kim made the recommendation to the committee

Judy stated that the Personnel Board cannot make the decision because the Assistant is not a town employee but Kim clarified that the Assistant is a town employee but the trust pays the position.

Motion: To give the recommendation that the Affordable Housing Committee Assistant position could be classified as a Grade H if it ever comes into Town



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

Kim stated that Reade, Building/Zoning Inspector, has submitted a previous request to the Personnel Board and requested to be at this meeting to clarify further.

Reade:

- Previously asked for reclassification of her Building Dept Assistant
- Assistant was performing duties outside of the job description
- Reade stated it is more appropriate to remove duties from the Dept Assistant's work that are not in the job description
- She would like to rescind her earlier request to reclassify the Dept Assistant position from Personnel Board meeting in October
- The Dept Assistant position will remain the same and only do duties in job description
- Doing so puts a lot of work on Reade's workload which she states is already too much for one person to accomplish

Reade stated that she has met with Matt Poole, Board of Health Agent to discuss melding the current 10 hr/week Food Inspector position in the BOH with a Local Inspector position in her department to create a new 40 hr/week position. She understands that this request will move an un-benefitted position to a one with benefits.

James stated that the department budgets are due on Friday and details for a new position would need to be firmed up quickly and clearly.

Judy asked if the current Local Building Inspector, Adam, would increase the 10 hrs/week that he currently works.

Reade stated that James has suggested the position be: 30 hrs/week in Building and 10 hrs/week in BOH.

Matt stated that the two current 10 hr/week positions would be combined to a single job and would need to be re-advertised with the notation of a strong in-house candidate.

Kim stated that the 10 hr Local Building Inspector position and 10 hr Food Inspector positions will both be eliminated as they exist now and a new position would be created.

Paul questioned why the positions must be combined instead of staying separate.



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Matt stated that it makes the Food Inspector job more worthwhile and the job has been historically difficult to fill.

Paul asked Reade if a 25 hr position for her Department would be sufficient.

Reade stated that it would be helpful but she was originally going to ask for a new 40 hr/week position for her department. As a department director she was already struggling and now taking duties off the Building Dept Assistant's plate is causing her to get even more behind.

Matt stated that the objection is to create a position that is desirable and qualified.

Judy stated that there will be retirements in the BOH in the near future and getting someone for 10hrs week as a Food Inspector will be difficult. The building boom might not last forever but the position will have flex between the two departments.

Kim agreed that melding the position supports both departments and there will never not be a need to fill these two roles in Building and BOH.

Marcel questioned who will do the billing and supervising for the position.

Matt stated that the supervising will be split and the billing details will need to be worked out.

Motion: To combine existing positions of Local Building Inspector and Food Inspector from Building Department and Board of Health respectively and create a full-time position.

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

Bill Chapman, Water Department Superintendent, stated that the Water Commissioners submitted a letter to Personnel Board in November due to concerns that other departments on Island had greater earning potential than Edgartown.

Bill stated that the Water Commission was aware that a classification took place in town in 2017 but was unaware that a classification study took place again recently.

Bill stated that the Water Commissioners are currently reviewing the classification study report.

Marcel stated that if the Water Commissioner after reading the report, and after cost-of-living adjustments still think the salaries to be way off, the Personnel Board will address the matter.

Paul questioned if Edgartown salaries are falling behind other towns.

Kim and Marcel stated that Edgartown town positions are not falling behind all positions are within the range.

Marcel stated his personal opinion that all Edgartown salaries should be at the highest end of all the towns.



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Joe questioned if the Personnel Board should be looking for another new study because of the new fiscal world post-covid. Employees have options and Employers need to offer competitive salaries. Paul stated the importance of advocating for COLA

Kim stated that James Hagerty, Town Administrator, has asked Kim to take over his seat on the Sick Leave Bank Committee. The Personnel Bylaws state that the executive secretary sits on the Sick Leave Bank Committee. The Bylaw states that the committee can adjust the rules/regulations. The rules/regulations had not been updated since 1992. Through research of the state's policy and utilizing legal guidance, the Sick Leave Bank Committee has created a draft of updated rules/regulations that create a more concise process. Kim submitted the draft to the Personnel Board for review.

Motion: To adjourn meeting at 2:35 p.m. Moved by M. LaFlamme Second by P. Moreau. **Vote Unanimous.**