



PERSONNEL BOARD MEETING
Edgartown Public Library
26 West Tisbury Road, Edgartown, MA
December 12, 2022, 12 PM

Meeting Minutes

Board Members: Marcel LaFlamme, Chairman, Suzanne Cioffi, Kelly McCracken, Haley Krauss

Staff: Maria Ventura, Interim Human Resources Director, James Hagerty, Town Administrator

Presenters: Alex Schaeffer, Fire Department, Lisa Morrison, Zoning Board

Meeting commenced at 12.02 p.m.

Personnel Board agreed to take the agenda slightly out of order. / **No objections**

Fire Department

Contract with the Collins Center for the amount of \$1,000.00 for a simple salary survey for Second in Fire Command was presented to the Personnel Board. Motion was made to accept the contract as presented.

Motion to move by K. McCracken, Second by S. Cioffi

Vote: Motion passed with 3 votes in favor, 1 abstention

Zoning Board

Lisa Morrison is a retired Town employee whom after a break in service is working now working for the Zoning Board. Kelly McCracken spoke to the fact that longevity comes with a continuation of employment and a requirement of retirement is that you sever service with your employer so she is not eligible for longevity.

Facilities Manager

James Hagerty spoke to the need of a 20 hour a week Facilities Manager to overlook all Town properties. There was clarification that this position would be in charge of procurement of facilities maintenance not labor. Currently there is a Procurement Officer position that would change to Facilities Manager/Procurement. This change will be presented at Town Meeting.

Motion was made to accept job description as presented by the Town Administrator for the Facilities Manager position and go through the channels of approval at Town Meeting.

Motion to move by K. McCracken, Second by H. Krauss

Vote: Affirmative – Unanimous



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Water Department

Topic will be tabled until Human Resource Director returns. Maria will reach out to Oak Bluffs and Tisbury to get the salaries for their Water Department employees as well as reach out to Mary Aicardi from the Collins Center to confirm the Water Department was looked at in the last study.

COLA

Discussion on COLA options was discussed to include the possibility of a percentage increase with a \$1000-2000 cash payment to active employees as of July 1, 2023. There will be further discussion at the next meeting after the Department Budgets are compiled this month, Suzanne obtains the information from the school and Maria calculates the CPIU.

Payroll

Payroll was signed by Chairman.

Minutes

There was a discussion regarding the 6/7/2022 minutes being signed without a meeting and approval of the Board. There was an agreed upon process going forward to include:

1. Meetings will be recorded
2. Minutes will be transcribed from recording
3. Minutes will be presented at the meeting to be modified and/or voted on
4. Motion to approve minutes will be included in the minutes

It was brought up that there may be recordings of past meetings that minutes have not been transcribed. Maria will look into finding any recordings.

Tabled 11/21/22, 10/4/2022, 9/9/2022 and 6/7/2022 Meeting Minutes.

Discussion

New Personnel Policies that have been drafted were discussed. The importance of having a once a month meeting of a working group to include managers and employees was discussed. The goal of starting to meet in February and presenting the new policies at the 2024 Town Meeting was agreed upon.

James wanted to notify the Board of the possibility for the Town to take over Norton Point which would lead to a full time Parks Director and new positions to fill. The positions would be paid through a revolving fund from the revenue of sticker sales.



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James spoke on in January starting to have employees annually receive and acknowledge the Town policy regarding Sexual harassment/Harassment and Discrimination just they receive the Open Meeting Law and bi-annually the Conflict of interest.

Meetings going forward will be on the 2nd Monday of the month at 12pm

Next Meeting January 9, 2023 12pm.

Meeting adjourned 1:25 P.M.