



**PERSONNEL BOARD MEETING**  
**Edgartown Public Library**  
**26 West Tisbury Road, Edgartown, MA**  
**November 21, 2022, 2 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:** Bill Chapman, Water Department, Shane BenDavid, Water Department, James Kelleher Water Commission Chair, Alex Schaeffer, Fire Chief, Reade Milne, Building Department, Juliet Mulinare, Dredge Department,

*Meeting commenced at 2.02 p.m.*

**New Business:**

**Water Department**

Bill Chapman expressed concerns regarding employee retention due to wages in neighboring departments being higher. In 2020 all department heads were asked if anyone is interested in participating in a comp study. Bill reached out on behalf of the Water Department and was told that he would receive a questionnaire at a later time. He never received the questionnaire. He later learned that the study was conducted and it appeared that only management positions were addressed. The concern was raised as to why was this comp study was treated differently than the 2017 study. The Board agreed to look into the framework and the contract that was made for the study as the HR Director at that time is out on FLMA leave and all others are new except for the Chair.

**Fire Department (on Agenda under Old Business)**

Chief Schaeffer came in front of the Board to request that they accept the job description he provided back in June for the Assistant Chief position and approve a salary so that the position can be placed on the Town Meeting. At the October 4<sup>th</sup> meeting an offer of \$1,000 was made to facilitate a market study for this position by James Hagerty and the Select board Office and that matter will be revisited at next meeting. The only data collected was from Oak Bluffs.

Motion was made to contact the Collins Center to obtain the framework of the Compensation Study in 2020 and to request that the Assistant Fire Chief position be assessed. The cap on the amount spent to be \$5,000.00

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

**Vote:**

**H. Krauss-recuse**



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**M. Laflamme- Aye**  
**K. McCracken- Aye**  
**S. Cioffi- Aye**

**Building Department**

James spoke to the back log of the Building Department and to the need of a temporary stipend position to get the department caught up. The Labor Counsel, Maria and he have met previously to discuss how to move forward.

Motion was made to approve a part time stipend position for \$2,000.00 to help with the back log of paperwork and permits.

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

**Vote: Affirmative – Unanimous**

**Dredge Committee**

Juliet spoke to her current position and how she came to compile the new job description of Marine Administrator. The job description is a compilation of all of her current tasks. The new position would not be in effect until July 1<sup>st</sup> after being put in front of FinCom. S. Cioffi voiced concerns on if we have a process we should follow the process.

Motion made to accept the Marine Administrator position as provided for FY24.

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

**Vote:**

**H. Krauss-Aye**  
**M. Laflamme- Aye**  
**K. McCracken- Aye**  
**S. Cioffi- Nay**

**Discussions:**

James Hagerty advised we will discuss COLA at the meeting in December.

Welcomed Haley Krauss as the elected Personnel Board Employee Representative.

Payroll was signed and updated Haley that anytime anyone is working out of grade as Maria currently is after 2 weeks you receive the higher grade pay.



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Discussed any FMLA being placed on the agenda.

**Minutes:**

Tabled 10/4/2022, 9/9/2022 and 6/7/2022 Meeting Minutes. The concern of the June Meeting Minutes signed without minutes being approved and was clarified that they are to be signed after.

**Next Meeting December 12, 2022 12pm**

**Meeting adjourned 4:00 P.M.**

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

**Vote: Affirmative - Unanimous.**