Town of Chilmark

REQUEST FOR QUOTATIONS

Procurements valued between $5,000 and $25,000 only.

Description: Request for independent help to complete a Wage Comparison Study of Chilmark Employees in relation to the other five island town.

Quantity: Delivery Date: Place of Delivery:

VENDORS CONTACTED	UNIT PRICE	TOTAL
1. Company: Vineyard Tax Matters Contact: Kim Angell Address: 455 State Road, Unit 18, PMB 244, VH Date: March 7, 2016 Phone: 508-693-9372 NOTES: Called & sent letter, r'cvd email response on March 12, 2016		$5000.00 ✓
2. Company: Rainford & Rainford CPA Contact: Michael S. Kaplan Address: P.O. Box 2563, Tisbury, MA Date: March 7, 2016 Phone: 508-693-7144 NOTES: Called, left message and sent letter		
3. Company: Bonnie Forrester CPA, PC Contact: Bonnie Forrester Address: 15 North Road, West Yarmouth, MA Date: March 7, 2016 Phone: 508-693-6250 NOTES: Called, left message and sent letter		
4. Company: Clifton Larsen Allen CLA MV Contact: Steven King Address: 155 State Road, Tisbury, MA Date: March 7, 2016 Phone: 508-693-7486 NOTES: Called, r'cvd contact name and sent letter		

RECOMMENDATION: Award to: Vineyard Tax Matters

Signature of Person soliciting quotes: _____ Date: 4·7·16

FYI - Anything valued at more than $5,000 REQUIRES a written contract.

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TOWN OF CHILMARK, MASSACHUSETTS

401 MIDDLE ROAD
POST OFFICE BOX 119
CHILMARK, MA 02535
508.645.2107
508.645.2110 FAX

Town of Chilmark
Human Resources Board
P.O. Box 119
Chilmark, MA 02535

Vineyard Tax Matters
Kim Angell
455 State Rd., Unit 18
PMB 244
Vineyard Haven, MA 02568

March 7, 2016

Dear Ms. Angell,

The Human Resources Board of Chilmark is looking for independent help to complete a Wage Comparison Study of Chilmark Town Employees in relation to the other five Island towns. We believe your group has the ability to assist in this effort and would like to know if you are interested. We describe the project below and recognize that your efforts would necessarily need to start after April 15th.

In short, we have the final report from a Human Resources Consulting group, but feel it needs additional work to finish the project in an equitable manner. Your group would familiarize itself with the final report in a meeting with our Chairman and Administrative Assistant, collect printed job descriptions from the other towns, review the job descriptions to determine comparability of work and authority and then collect the compensation rates for each position following the Annual Town Meetings this Spring so as to use the Fiscal Year 2017 numbers.

Please see the attached. If you are interested in this engagement, we propose reviewing this project with you so that you could then provide us with a quote for your work.

Thank you,

James M. Malkin, Chairman

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Rainford & Rainford CPA
Michael S. Kaplan
P.O. Box 2563
Tisbury, MA 02568

March 7, 2016

Dear Mr. Kaplan,

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Town of Chilmark
Human Resources Board
P.O. Box 119
Chilmark, MA 02535

Bonnie Forrester CPA, PC
15 North Rd.
West Yarmouth, MA 02673

March 7, 2016

Dear Ms. Forrester,

The Human Resources Board of Chilmark is looking for independent help to complete a Wage Comparison Study of Chilmark Town Employees in relation to the other five Island towns. We believe your group has the ability to assist in this effort and would like to know if you are interested. We describe the project below and recognize that your efforts would necessarily need to start after April 15th.

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Human Resources Board
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CliftonLarsenAllen CLA Martha's Vineyard
155 State Rd
Vineyard Haven, MA 02568

March 7, 2016

Dear Mr. King,

The Human Resources Board of Chilmark is looking for independent help to complete a Wage Comparison Study of Chilmark Town Employees in relation to the other five Island towns. We believe your group has the ability to assist in this effort and would like to know if you are interested. We describe the project below and recognize that your efforts would necessarily need to start after April 15th.

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Human Resources Board
P.O. Box 119
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Fulchino, O'Reilly & Co., CPA
Thomas P. Fulchino
155 Middlesex Turnpike
Burlington, MA 01803

March 7, 2016

Dear Mr. Fulchino,

The Human Resources Board of Chilmark is looking for independent help to complete a Wage Comparison Study of Chilmark Town Employees in relation to the other five Island towns. We believe your group has the ability to assist in this effort and would like to know if you are interested. We describe the project below and recognize that your efforts would necessarily need to start after April 15th.

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Human Resources Board
P.O. Box 119
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Dellaposta CPAs & Business Advisors
Gary Dellaposta
P.O. Box 925
Falmouth, MA 02541

March 7, 2016

Dear Mr. Dellaposta,

The Human Resources Board of Chilmark is looking for independent help to complete a Wage Comparison Study of Chilmark Town Employees in relation to the other five Island towns. We believe your group has the ability to assist in this effort and would like to know if you are interested. We describe the project below and recognize that your efforts would necessarily need to start after April 15th.

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Human Resources Board
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Chilmark, MA 02535

March 7, 2016

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Thank you,

James M. Malkin, Chairman

Chilmark Comparative Compensation Study

January 2016

Deliverable: A compensation evaluation comparing positions in Chilmark to those of other island towns. We would like the deliverable by end of June 2016.

To obtain an objective assessment of whether or not Chilmark's FY 2017 pay rates for each of its year-round jobs are comparable and competitive with like jobs in the other island town governments. It is understood there is the possibility that a job comparable to each of Chilmark's may not exist in every town.

Process:

1. Review the work and final report HRS Inc with the HR Chairman and the HR Admin Ass't and gather any further necessary data.
2. Determine which Chilmark positions are comparable to positions in other towns
3. Obtain the starting hourly pay rate for each year-round position that is comparable using the FY 2017 wage scale for each town.

Note:

Chilmark's starting hourly pay rate for each year-round position using FY 2017 wage scales for each town. It is understood that some positions may have a negotiated annual salary—such as Police Chief. Other positions may just have an annual salary—not derived to an hourly wage scale. See below on how to evaluate these special circumstances.

Background Tasks

Job Descriptions: See suggested due dates.

1. Obtain a copy of each Chilmark year round job description by job title.
2. Obtain a copy of all year round job descriptions in each of the departments listed below from each of the five other island towns.
3. After reviewing each job description, create a concise list of criteria to determine if positions are comparable.
4. Compare jobs using the criteria and list the comparable and not comparable positions.
5. Final due date: May 16, 2016.

Wage Comparisons: Due June 15, 2016

1. Obtain the wage scales by job grade and job step for each town after Annual Town Meetings in the Spring.
2. Obtain the specific pay scale for each of the job descriptions listed in the job description templates by department. Most jobs will have a wage scale set at a certain grade with a progressive step scale increase i.e. step 1 through step 6 or 8. These wages will be listed as hourly wages.
3. List the starting hourly wage (step 1) and the top hourly wage for each of the jobs used in the job description comparative template by department.
4. Final due date: June 15, 2016.

Comparative Chilmark Job Titles and Descriptions:

General Government: Due: April 25, 2016

- Executive Secretary/Town Administrator/Town Manager/Town Coordinator
- Administrative Assistant to the Board of Selectmen and Executive Secretary
- Assistant Assessor (This may be comparable to the "Assessor or Principle Assessor" in other towns)
- Board of Health Administrator/Inspector
- Coordinator of Administrative Support
- Administrative Assistant
- Town Accountant
- Town Clerk
- Tax Collector
- Treasurer

Library: Due May 2, 2016

- Library Director
- Assistant Librarian
- Assistant Library Director/Children's Librarian
- Library Assistant
- Library Clerk (this is not a Chilmark position but may exist in other towns)

Police/Fire Departments: Due May 2, 2016

- Police Chief
- Police Officer/Patrol Officer
- Police Sergeant
- Police Lieutenant
- Fire Chief

Public Works/Buildings: Due May 9, 2016

- Maintenance Supervisor of Town Buildings
- Highway Superintendent

Harbor/Shellfish Departments: Due May 9, 2016

- Harbormaster
- Shellfish Constable
- Assistant Shellfish Constable

Ambulance Service: Due May 16, 2016

- Ambulance Chief (the EMT service in other towns may fall under the direction of the Fire Chief)
- Assistant Ambulance Chief
- Ambulance Coordinator
- Emergency Medical Technician (EMT)
- Paramedic

Jennifer Christy

From: James Malkin <jimmalkin@gmail.com>
Sent: Saturday, March 12, 2016 3:45 PM
To: Jennifer Christy
Subject: Fwd: Town of Chilmark
Attachments: image001.gif

Jenn - have we heard from anyone else?

JMM
jimmalkin@gmail.com
+1 917 3281987

Begin forwarded message:

From: Kim Angell <kim@taxmv.com>
Subject: Town of Chilmark
Date: March 12, 2016 at 3:44:19 PM EST
To: James malkin <jimmalkin@gmail.com>

HI Jim,

Thank you for your letter of March 7, 2015 regarding the Wage Comparison Study for the Town of Chilmark. Our office would be very interested in doing this study for the town. While we think that we would NOT be able to meet the April 25th deadline (as I will be on vacation post 4/15/16), we are confident that we can meet the final deadline of June 15th. We would like to save some time (and the town money) and ask you to provide us with the job descriptions that you already have on hand. If this is not possible then we would, of course, be happy to procure them again from each town. I anticipate that this will cost in the neighborhood of $5,000.00 and most likely below that mark.

Thank you for your consideration,

Kim

Kimberly Angell
Vineyard Tax Matters, Inc
455 State Road PMB 244
Vineyard Haven, Ma 02568
508-693-9372
508-693-9455 Fax

March 21, 2016

RECEIVED 3-24-16

Mr. James M. Malkin
Town of Chilmark
Human Resources Board
P. O. Box 119
Chilmark, MA 02535

Dear Mr. Malkin:

Thank you for considering us and requesting a proposal for a Wage Comparison Study of Chilmark town employees. We recently merged with Tonneson and Company, PC effective January 1, 2016. Unfortunately, we do not perform the services you are requesting.

Thank you for requesting a proposal from our firm and wish you the best in your search for a quality firm to provide you with the services you are requesting.

Very truly yours,

Thomas P. Fulchino, CPA

TPF/em

155 Middlesex Turnpike, Burlington, MA 01803-4405
125 High Street, Suite 2303, Boston, MA 02110-2704
401 Edgewater Place, Suite 300, Wakefield, MA 01880-6208
t. 781.245.9999 f. 781.245.8731 www.tonneson.com

tonneson+co
Certified Public Accountants & Consultants