

Classification and Compensation Study Working Committee Meeting Minutes
Wednesday, July 26, 2023 10: 00 AM

Hybrid meeting

Tri-Town Ambulance Building

399 State Rd, Chilmark

Present – Ben Retmier, Marie Larsen, Diana (Dilly) Deblase, and Don Leopold.

Dilly called the meeting to order at 10:02 AM.

Minutes: Draft minutes from 7/19/23 were reviewed and approved as written.

Irene joined at 10:19

Scope of work:

Dilly shared a scope of work from Auburn, California. It was agreed that the committee will use this as a draft template to edit for our purpose.

The Working Committee plans to ask the consultant to come up with three recommendations to bring to the Select Board and HRB for consideration.

As far as the town's organizational structure and who reports to whom, it was decided that the committee could do this internally and not have it part of the RFP.

It is very important for the consultant to consider market value *and* Island value while reviewing compensation. Seasonal employees must be included in the study.

Ben will send the template to individual committee members to edit this week. He will compile suggestions into one document to share at the next meeting. The document will also be available at <https://www.chilmarkma.gov/classification-compensation-study-working-committee> once compiled into final draft.

Irene left at 10:45

Next meeting Aug 2, 9:30

Meeting adjourned 10:58 AM

APPROVED 8/2/23