



HUMAN RESOURCE BOARD

Town of Chilmark

November 17, 2021 **APPROVED** MEETING MINUTES

Present: Jennie Greene, Chair, Bruce Golden, Don Leopold, Irene Ziebarth, Ebba Hierta

Not present: Jim Malkin

Staff: Alison Kisselgof, Administrator

Meeting called to order at 10:03 AM via ZOOM remote platform, Meeting ID 961 9968 7833

Adult Programming & Public Relations Coordinator Grade Discussion:

- Ebba recounted the last meeting where the new library position job description was approved by the Board and that in this meeting she was requesting a starting grade recommendation.
 - Ebba researched compensation of similar positions at other island libraries and found that the new position would be close to a Tisbury position with a starting salary consistent with grade 6 in Chilmark.
 - Other island libraries had positions that included more responsibilities and therefore the starting grade was higher.
 - Ebba shared that the library has money in the budget for the current year to cover the increase in salary.
 - Don reminded Ebba that the salary would need to factor into future budgets as well so it would increase future costs.
 - Ebba offered that there would not be any step increases for other current staff who are all at the maximum salary for their positions so the new job & COLA would be the only increase to the library budget in the next fiscal year.
 - Jennie mentioned that longevity would also need to be factored into future budgets and Ebba confirmed that longevity was taken into account.
 - Bruce asked to see the pay grade chart and descriptions. Alison shared her screen showing FY2022 Compensation Plan.
 - It was briefly discussed that the evaluation manual would not be used to compare grades but instead the Board would be using comparison to other towns. Ebba had sent this information in an 11/17/21 email.
 - Don had reviewed the library positions for the compensation review study and stated that the new programming/public relations coordinator would be clearly a higher grade level when compared to other towns because it involved programming.
 - Don made a motion to recommend a starting grade 6 for the new programming/public relations coordinator library position. The motion was seconded by Irene.
- Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

FY22 Compensation Review Finalization:

- Jennie mentioned that there were several positions that were not comparable to other towns, like the reception assistant.
- It was decided that rates for non-comparable positions would be recommended to be kept the same.
- The accountant position compensation was found to be higher than most towns but close to Edgartown and Oak Bluffs.
- Bruce stated that this position was eligible for contract and wondered if this would be a recommendation of the Board. Jennie mentioned that this was not under the purview of the Board, but instead a decision that the Select Board would make.
- The assistant assessor position is the equivalent to the principal assessor in other towns and the compensation for Chilmark was found to be in the range of the other towns.
- The treasurer position was found to be combined with other roles in other towns. Tisbury has a finance director but combines treasurer and tax collector, as example.
- Jennie mentioned a conversation she had with current treasurer Melanie Becker who recommended that the position require a college degree.



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- Compensation comparison of the treasurer position with other towns found Chilmark to be within the same range of pay.
- Tax collector & town clerk compensation were both found to be higher than other.
- Maintenance Supervisor of Buildings pay scale was found within range of other towns but there was a lot of variation in this position among towns.
- Don mentioned that even if a job description is similar, the pay grades are very different. He said that the volume of work for this position in Chilmark would be expected to be less yet pay scales are mostly higher.
- The Police Sergeant position was found to be within range of pay for other towns.
- Patrol officer compensation was within range of other dry towns and low in comparison to Edgartown and Oak Bluffs that allow alcohol. The Board agreed that this difference makes sense given the extra work involved with alcohol-related incidents.
- Bruce went over the differences in salary for patrol officers and detectives in other towns. The Board found that Chilmark was in range with other towns for compensation regardless of the differences in descriptions.
- Administrative Assistant positions among the towns were very different and some combined other tasks. The compensation of Chilmark was found within range of Edgartown, the most comparable position.
- The Building Inspector and EMS Administrator positions are both part-time in Chilmark and couldn't be compared to other towns by description.
- There is no Harbormaster position in West Tisbury. Compensations ranged widely among the other towns. Oak Bluffs and Edgartown positions are not comparable in job descriptions. Aquinnah's position is combined with shellfish constable. Even with the differences in job descriptions, compensation in Chilmark fell within range of other towns for this job title.
- Shellfish constable compensation was in range of other towns with this position.
- Assistant shellfish constable is a seasonal position and was removed from the comparison chart.
- Superintendent of Streets is a much smaller job than any other town. This position's compensation is high when responsibilities are compared to other towns but within range of pay scale. In Aquinnah, this position is combined with the Maintenance Supervisor of Buildings.
- Admin/BOH Inspector position is not comparable to other towns. The position in Chilmark is not a health agent but more than just an administrator. Therefore, the compensation is higher in comparison with towns that just have an admin and lower when compared to those with health agent.
- It was discussed that Chilmark BOH did not want Marina to become a health agent. Bruce was curious why and it was suggested that he call Matt Poole to get the answer to this question.
- Library director range of pay was different amongst towns but the description of the job very similar. Chilmark was found to be paying this position at the top end of the range.
- Don conveyed that it was very difficult to compare all of the other library positions because of combination of tasks in the other towns.
- The library assistant for circulation is the position the Library Director requested to change in the last meeting. The compensation range reflected in the chart the previous position which no longer exists.
- Beach superintendent was removed from the compensation review because it is seasonal.
- EMS positions are all part of the Tri-Town Ambulance service which serves Chilmark, Aquinnah & West Tisbury and so the compensation is the same for all three towns.
- The only town close to the job description for the Ambulance Chief was Edgartown and the Board found Chilmark to be paying higher. The reporting structure in Oak Bluffs is different.



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- There is no comparable Assistant Ambulance Chief position in other towns.
- The Paramedic position is in range with other towns.
- The Ambulance clerical job is a part-time position and not comparable to other towns.
- Jennie mentioned that the Board only had one recommendation of compensation increase which is for the new library position. For the rest of the positions, the compensation was either in range or higher than other towns and there is no recommendation for increase.
- Bruce recounted that other towns were interested in the Board's results and that the report should be shared.
- Don mentioned that the job descriptions in other towns appeared templated and more complete and that the Board should look at using a template for Chilmark that is similar for future compensation studies.
- Irene asked if there needed to be a formal report or can the Board just be presented with a chart. Jennie agreed that there was little to write and a short note about completion of the study would be fine.
- Alison said that she would write a memo to the Select Board regarding the conclusion of the study and the only recommendation for compensation change for the new library position.

Topics Not Anticipated:

- The Board discussed when the Juneteenth holiday should be observed since the actual date is a Sunday.
- Alison offered that the high school was observing the holiday on Monday.
- After a brief discussion, a motion was made by Don to recommend observation of Juneteenth on a Monday to the Select Board. The motion was seconded by Bruce and passed by unanimous vote.
Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

Review and Approval of Draft Meeting Minutes:

- Irene made a motion to accept the minutes from the November 4, 2021 as written. The motion was seconded by Bruce.
Vote: Bruce – aye, Jennie – aye, Irene – aye (Don was absent at the time of voting) = PASSED

Next Possible Meeting: Wednesday, December 2, 2021 at 8:30 AM

Meeting adjourned at 10:50 AM

Documents:

- FY22 Compensation Review Spreadsheet
- Human Resource Board draft meeting minutes 11/4/21
- Email from Library Director Ebba Hierta 11/17/21
- Programming Coordinator Draft job description 10/1/21

Minutes Respectfully Submitted: Alison Kisselgof