



# HUMAN RESOURCE BOARD

## Town of Chilmark

### December 2, 2021 **APPROVED** MEETING MINUTES

Board Members Present: Jennie Greene - Chair, Bruce Golden, Irene Ziebarth, James (Jim) Malkin – Select Board representative

Not present: Don Leopold

Staff: Tim Carroll – Town Administrator, Ellen Biskis – Town Accountant, Ben Retmier – Ambulance Chief, Alison Kisselgof - Administrator

Meeting called to order at 8:30 AM via ZOOM remote platform, Meeting ID 916 9948 0483

#### **Treasurer Job Description Discussion:**

- Tim Carroll shared the new description of the treasurer position and went through the changes made after talking with the current treasurer Melanie Becker as well as information needed to update the position from elected to appointed.
- Various corrections and updates were recommended by the Board.
- Irene made a motion to refer the job description with edits made during the meeting to the Select Board. Bruce seconded the motion.  
Vote: Bruce – aye, Jennie – aye, Irene – aye = PASSED
- Tim informed the Board that the Select Board meeting would take place next Tuesday and the he would include the job description in the packet and also send a copy of the final description to Alison for the record.

#### **FY22 Compensation Review Summary:**

- Jennie asked if any Board members had any comments about the summary compiled by Alison. None were offered.
- Irene mentioned that Alison also created another spreadsheet comparing compensation in Chilmark to the national median incomes. She offered that the national median income chart was interesting but outside the scope of the Board's compensation review parameters as described in the bylaw. Nevertheless, Irene thought that the national median income chart should be included in the report to the Select Board.
- Jim offered that there was a lot of conversation regarding what communities would be comparable to Chilmark for compensation review. He said that Southeastern MA was adopted for the inflation index but the review made it clear that the costs on the island are considerably higher than other locations in Massachusetts which is why the compensation review was restricted to other island towns.
- Jim went on to mention that, although Chilmark is a dry town, the police force is smaller than towns that allow alcohol on island and that analysis showed that there was more activity per officer in Chilmark.
- Tim requested copies of the summaries so that they can be made available to staff.
- A motion was made by Irene to send the compensation review summary to the Select Board. Bruce seconded the motion.  
Vote: Bruce – aye, Jennie – aye, Irene – aye = PASSED

#### **Topics Not Anticipated:**

- Irene asked Jim if there were any prospects for a new member of the HRB. Jim answered no.
- Jennie suggested that the opening could be included in the town columns in the paper.
- Jim asked Alison to contact Katie Carroll and Valerie Sonnethal with information regarding the open position to include in their columns.
- Irene asked if Jim had spoken with Steve Warner, who she nominated for the position. He had not.



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- Tim asked why some positions were not included on the compensation summary, specifically Board Administrator and EMT. Jennie noted that the Board Administrator position was not comparable to other positions and that EMT was a part-time position outside the scope of the study.
- Irene wondered if there was anyone to run for employee representative to the Board. Alison answered that the one person who showed interest had emailed back that he was unable to apply at this time.
- Ellen asked if there had been any applications received for the treasurer position. Tim answered that there were at least six applicants so far.

### **Review and Approval of Draft Meeting Minutes:**

- Irene made a motion to accept the minutes from the November 17, 2021 as written. The motion was seconded by Bruce.

Vote: Bruce – aye, Jennie – aye, Irene – aye = PASSED

**Next Possible Meeting:** Thursday, January 6, 2022 at 8:30 AM

Meeting adjourned at 8:58 AM

### **Documents:**

- Draft Treasurer Job Description
- Compensation Review Study Comparison to other island towns
- Compensation Review Study Comparison to national median income
- Draft minutes from 11/17/21 HRB Meeting

Minutes Respectfully Submitted: Alison Kisselgof