



# HUMAN RESOURCE BOARD

## Town of Chilmark

### January 6, 2022 **APPROVED** MEETING MINUTES

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

Staff: Alison Kisselgof - Administrator, Ryan Rossi, Ellen Biskis, Kara Shemeth, Elizabeth Rogers

Meeting called to order at 8:33 AM via ZOOM remote platform, Meeting ID 939 6223 6670

#### Harbor Job Descriptions Discussion:

- Jim began the conversation about the updated Harbor positions by giving some background of challenges related to the Harbor. He recounted a meeting with Tim Carroll in 2019 where they discussed better coordinating Harbor maintenance & repairs. It was mentioned that the Harbormaster & staff are always present in season and could help with supervision and execution of activities. After this summer's staffing issues, Chief Klaren offered the idea of harbor staff helping with traffic. This started a discussion with the Harbormaster about adding to staff responsibilities. Ryan talked about the potential impact to the Harbor budget with Don Leopold & Vicki Devoll. The Select Board has also discussed and approved the idea.
- Ryan said that the job descriptions of the Harbormaster, the assistant Harbormaster and the assistant Wharfinger were updated to include the added responsibilities. His plan is to hire three additional seasonal Wharfingers under the new job description. ~\$30,000 from the traffic officer line and \$1000 from the uniform line of the police budget would be transferred to the Harbor to finance these positions. Ryan asked if any Board members had any questions about the position descriptions. He indicated the updates were highlighted in yellow on the draft positions distributed.
- Bruce questioned whether the assistant wharfingers, who would most likely be teenagers, could control traffic in the harbor. Ryan answered by saying many of the seasonal traffic officers are the same age and that he and his assistant Harbormaster are at the harbor all day to supervise if needed. He also plans to vary the schedules so that the assistant wharfingers aren't fatigued from traffic assignments, especially prior to sunset. Ryan added that the police had a retention issue last season that he does not expect to be an issue for Harbor staff.
- Jim recounted that Chief Klaren described the traffic officer's role as mostly keeping traffic flowing. There are few instances of violation of the law. If an issue rises to this level, the Harbormaster could call in a police officer to assist. Ryan added that the seasonal traffic officers are not sworn police officers and therefore cannot enforce state law but that he is a law enforcement officer. Ryan mentioned that the harbor staff could not issue parking tickets but traffic officers would be available for this task.
- Jennie asked if the harbor area was defined in the job descriptions. Alison identified the definition in the assistant Harbormaster position. Jennie said that the defined area needs to be included in the other job descriptions as well.
- Irene and Jennie indicated to Ryan some grammatical errors, word omissions & other minor corrections in the descriptions that needed to be corrected.
- Jennie asked if Great Pond should be included in area of responsibility – she went on to say that the facility built by Norman Foster in West Tisbury would be using the waterways to transport guests and thought this may need to be addressed. Ryan explained that Great Pond is not part of his jurisdiction. Jim added that the issue should be reviewed by the Select Board.
- Don asked Ryan if he is comfortable with the increased responsibilities and has all the resources needed. Ryan confirmed he has the resources necessary and that, although there would be a learning curve, he is fully confident that his staff can handle their new roles.
- A motion was made by Bruce to accept changes to Harbor positions and make a recommendation to

the Select Board. Irene seconded. Before the vote occurred, Jim asked if the regrading of the positions could also be done now or had to wait for Select Board approval of the position changes. It was decided that grade changes could be included in today's discussion.

- Ryan talked about the new pay grades that he is requesting for the positions. Don offered that increasing the grades of the positions was appropriate in light of added responsibilities. Jennie added that no other towns have positions similar that could be compared.
- Don asked if Ryan could explain his reasoning for the grade increases. Ryan offered that, for the Harbormaster position, the additional responsibilities he was accepting including management of additional staff justified his request to move from Grade 10 to 12. The increase to grade 5 for the assistant wharfinger position would match rate paid to the traffic officers. No increase was requested for the assistant Harbormaster position.
- Jim asked about the grading process previously used by the HBRC when positions were being reviewed. Jennie explained that the Board decided to discontinue using the Manual consulted in prior grading processes a while ago. She went on to say that the Board policy states a comparison to other island towns but there are no equivalent positions in these cases and that it would be up to the Board to decide if increases are appropriate.
- Bruce's motion was amended to include acceptance of grade increase requests.  
Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED
- After a brief discussion about procedure, Jim requested that Alison give the motion to Tim Carroll to be included on the agenda for the next Select Board meeting.

#### **Compensatory Time Expiration Discussion:**

- Officer Elizabeth Rogers explained that currently compensatory time expires within the year it is earned. She recounted a meeting prior the pandemic in which it was decided holiday compensation expiration would be the same vacation time, allowing usage within the following year, but compensatory time expiration was not discussed. Elizabeth said that it is difficult to take off time during the same year that the compensatory time is earned because it falls within the island's busy season, which has extended since the pandemic began.
- Jim said that he had discussed this issue with Sean Slavin right before the pandemic and he believes there is already an agreement to update the language regarding compensatory time. Elizabeth mentioned that she also spoke with Sean and that she was under the impression that the conversation omitted compensatory time and only covered holidays.
- It was decided that Jim would look back at his emails with Sean to confirm that this issue was addressed and that a continued conversation on the topic would happen at the next Human Resource Board of Chilmark (HRBC) meeting.

#### **Compensation Review Study Process Discussion:**

- Irene recounted that the Board felt that the process was improved since the last compensation review five years ago. She wanted to get feedback from the Board about this year's study to see how it could be further improved before the next study is due.
- Don said that this year's study was dramatically better than the last, which was being conducted when he joined the HRBC. He offered that the process would be more efficient if the administrator requested all job information from other towns and distributed to the Board, rather than have each board member call individually. Bruce agreed with Don's assessment.
- Jim asked if there was any feedback from the staff. Alison answered that Ben Retmier had suggested the addition of interviews with department heads for future studies. Alison also mentioned a suggestion by her husband to compare to Nantucket compensation. It was explained that Nantucket was compared about 10 years ago and that the economics of Nantucket were found to be very different than that of Martha's Vineyard and therefore not commensurate.
- Jim would like to hear more from the staff in case there is anything the Board is missing about the study.
- Irene said that she would write a memo regarding these suggestions to aid the Board when conducting the next study.

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

- Irene mentioned that she found a grammatical error in the minutes to be corrected.
- A motion was made and seconded by Bruce & Irene to accept the minutes with correction.  
Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

**Next Possible Meeting:** Thursday, February 3, 2022 at 8:30 AM

Meeting adjourned at 9:20 AM

**Documents:**

- Draft Job Descriptions for Harbormaster, Assistant Harbormaster and Assistant Wharfinger
- HRBC Procedures Manual
- Draft minutes from 12/2/21 HRBC Meeting

Minutes Respectfully Submitted: Alison Kisselgof