



# HUMAN RESOURCE BOARD Town of Chilmark

## April 7, 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

Meeting called to order at 8:37 AM via ZOOM remote platform, Meeting ID 863 4453 0245

### **Review of Building Department Positions:**

- The job description for the Building Department Administrator/Assistant to the Building Commissioner was reviewed.
- Jennie mentioned that the job description for administrative assistant wasn't compatible with the tasks performed by the current Building Department Assistant so the Board was asked to re-write the job description.
- Irene offered some typographical and grammatical errors to correct.
- Don asked if the person in this position currently has given input on this description which Jennie confirmed.
- A motion was made by Don to recommend this job description to the Select Board as revised. Irene seconded the motion. Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED
- The job description for the Building/Zoning Local Inspector was reviewed.
- Irene said that the word “by-law” needed to be consistent through the document. She also offered suggestion for grammatical corrections.
- Don asked if the reference to Massachusetts should be state or Commonwealth. Jennie answered that state is the reference used in previous descriptions. Don also wondered to what extent this employee would be enforcing regulations & by-laws and therefore what judgement this person would need to exercise. He thought that this may need to be expressed in the job description.
- Jim answered Don's question about employee enforcement by saying the job would entail some judgement but that the description doesn't need to be changed.
- There was a brief discussion regarding the amount of judgement that a job should entail.
- A motion was made by Don to recommend this job description to the Select Board as revised. Irene seconded the motion. Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

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

- Irene & Bruce offered edits to the minutes.
- A motion was made by Irene and seconded by Bruce to accept the minutes as revised.  
Vote: Bruce – aye, Jennie – aye, Irene – aye, Don – aye = PASSED

**Topics not reasonably anticipated by the Chair at the time of posting:** Jim mentioned that there was a discussion about job changes at a Finance Committee meeting. He wanted to pass on the acknowledgement of the importance of the Human Resource Board & its role in the town from the Finance Committee & the Select Board.



## **HUMAN RESOURCE BOARD Town of Chilmark**

**Next Possible Meeting:** Thursday, June 2, 2022 at 8:30 AM

Meeting adjourned at 8:54 AM

**Documents:**

- Building Department Administrator/Assistant to the Building Commissioner job description
- Building/Zoning Local Inspector job description
- Draft minutes from 2/3/22 HRBC meeting

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator