



HUMAN RESOURCE BOARD Town of Chilmark

December 1, 2022 **APPROVED** MEETING MINUTES

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

Staff: Alison Kisselgof – Administrator, Ellen Biskis- Accountant, Ryan Rossi – Harbormaster.

Not Present: Jennie Greene - Chair

Meeting called to order at 8:31 AM via ZOOM remote platform, Meeting ID 893 2773 3951

Harbormaster Request – Regrade Asst Harbormaster, New Traffic Control Supervisor Position:

- Harbormaster Ryan Rossi had sent a request to the Board to raise the Assistant Harbormaster position from grade 6 to 8 and also to approve a new seasonal Harbor position, Traffic Control Supervisor.
- Ryan explained that the Assistant Harbormaster position was changed in the prior year to include new responsibilities but he had neglected to ask for a grade increase at that time. He proposed an increase of grade from 6 to 8 due to the added responsibilities. Ryan mentioned that two other positions, Harbormaster and Assistant Wharfinger, were changed in the prior year with added responsibilities and received an increase of two grades.
- Don shared the job description on screen and asked Ryan to identify the new tasks. Ryan went through the added responsibilities, which were related to traffic control.
- Don asked if the increase of two grades was warranted. Ryan answered yes and said that the new tasks were less desirable, that the other jobs with these responsibilities received a raise of two grades and also that he was concerned about retention of staff.
- Bruce offered that the job responsibilities should be compared to other town positions at the same grade. Don asked Bruce to verify this was done during the compensation study and Bruce confirmed it was.
- Irene supported a parallel increase to the other Harbor positions. She then reviewed other positions at grade 8 and offered that the Assistant Harbormaster responsibilities did fall within the range of other positions at this grade.
- A motion was made by Bruce to recommend to the Select Board to raise the rate of the Assistant Harbormaster from grade 6 to grade 8. Irene seconded the motion.
Vote: Bruce – aye, Irene – aye, Don – aye = PASSED
- Ryan said that the idea for a new position of Traffic Control Supervisor came from meeting with the Police Chief to review the summer traffic issues. He felt a position which was solely supervision would improve the flow of Harbor traffic. Ryan said the ideal candidate would be older and have some experience in public service.
- Irene asked if someone from the Coast Guard could be considered. Ryan said that a Coast Guard member would work in regards to scheduling but that he would prefer a retired police officer or someone with similar experience.
- Don asked what responsibilities this new position would have, given that the other Harbor positions also included traffic tasks. Ryan answered that the new position would not need to split its focus between the Harbor and traffic responsibilities. He and the Police Chief felt a delineation



HUMAN RESOURCE BOARD Town of Chilmark

of responsibilities as well as added oversight would improve overall traffic control.

- Jim offered that Menemsha is a focal point in the town for tourists and that the Select Board commonly hears complaints about traffic control from residents. The Select Board had asked the Police Chief and Harbormaster to develop a plan to alleviate the traffic issues. Jim supports the new position as a possible solution to an increasingly difficult crowd & traffic issues in Menemsha.
- Jim added that previous attempts to hire Coast Guard members to help with traffic had failed.
- Ryan offered that, when there is heavy traffic on the water, those Harbor employees with both water and car traffic have the water as their priority. The Traffic Control Supervisor's priority would always be car traffic.
- Bruce wondered if adherence to parking rules in Menemsha would improve with consequences, like towing cars. Jim mentioned that towing vehicles had been tried in the past and actually caused more traffic congestion.
- A motion was made by Bruce to recommend to the Select Board the creation of a Traffic Control Supervisor seasonal position. Irene seconded the motion.

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

Compensation Study Position Omissions Continued Discussion:

- Alison has previously identified two positions that were not included in last year's compensation study and were found to have rates lower when compared to other towns' positions: Highway Laborer and Dog Officer/Animal Control Officer. Bruce reviewed the job descriptions prior to today's meeting to see if they were comparable.
- Bruce said that job descriptions for the Dog Officer when compared to the Animal Control Officer were nearly identical.
- Don asked if the pay rate was different enough to warrant a compensation review now or if a review could wait until the next scheduled study.
- There was a discussion about the town transitioning the Dog Officer position into an Animal Control Officer. The consensus was that there was no desire to change the status quo. It was decided the position would be reviewed when the current officer retires.
- Bruce offered to talk to Chris Murphy, the current Dog Officer, to get his thoughts.
- Jim asked if the reason that the Board was reviewing omitted positions was because the compensation study instructions only included full-time positions, which others confirmed. He then asked if the compensation study should include part-time and seasonal positions. Don added that how often these positions are reviewed is also a question.
- Irene felt that the Board should regularly look at part-time and seasonal positions. Don agreed and offered that a good percentage of those that work for the town are part-time. Irene added that pay needs to be competitive with other jobs to attract the younger workers who fill them.
- Don asked if these positions should be reviewed at the same time as full-time positions or at a different interval. Bruce supported conducting the part-time study now since the full-time compensation study was just done. Irene offered that the study may include recommendations to raise rates and therefore should be done in cycle with the town budget.
- It was decided that a part-time/seasonal compensation study would be done in the coming year for recommendations to be included in the budget cycle for fiscal year 2025.



HUMAN RESOURCE BOARD Town of Chilmark

- Alison offered that there was still the highway laborer position to discuss today and asked Bruce what he found when comparing the job descriptions.
- Bruce said that he found out that these employees were actually working full-time hours and in some cases overtime. Bruce also mentioned that the Highway Supervisor, Keith Emin, is undecided about on how his department will run this year.
- Don asked if the rate was comparable to other towns. Alison answered that the starting rate is lower and the range does not go as high as other towns.
- Jim suggested that the Board needed more definitive plans from the highway department before continuing discussion about rate and job description changes.
- Don offered that the highway employees are getting significantly less pay an hour compared to other towns and asked if this issue needs to be resolved now or within the next compensation study.
- Bruce recounted that Keith had only asked for more hours for his employees when they spoke, not a raise in pay. He felt the lower pay for these positions could wait until the next study. Don agreed.

Janitorial Position Grade Discussion Follow-up: Alison asked that this discussion be moved to the next meeting to give her more time to collect job descriptions from other towns.

Approval of FY2024 Budget: Alison shared the draft budget she prepared for fiscal year 2024 and went over each line items, giving her rationale for each expenditure.

A motion was made by Irene to accept the budget as presented. Bruce seconded the motion.

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

Review and Approval of Draft Meeting Minutes: Since Jennie was absent from this meeting, draft minute approval was moved to the next meeting.

Topics not reasonably anticipated by the Chair at the time of posting: Alison asked the Board if they wanted to give a recommendation of when the Christmas & New Year's Day holidays would be observed. It was decided to suggest Monday as the observed holiday.

A motion was made by Bruce to recommend Monday as the observed holiday for Christmas and New Year's Day. Irene seconded the motion.

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

Next Possible Meeting: Thursday, January 5, 2023 at 8:30 AM

Meeting adjourned at 9:23 AM

Documents:

- Traffic Officer Supervisor job description
- FY2024 Budget

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator