



HARBORMASTER

401 MIDDLE ROAD
BEETLEBUNG CORNER
P.O. BOX 119
CHILMARK, MA 02535-0119

April 2, 2024

TO: HR Assistant, Treasurer, and Select Board
FR: Harbormaster Ryan Rossi
RE: Jacob Maccaferri Employment

All,

I wanted to inform you that Jacob Maccaferri, who previously served as a Traffic Supervisor at Grade 8 Step 3 in the Harbor Department, has expressed his desire to transition to the role of Assistant Wharfinger. As a result of this decision, there will be a demotion in his pay grade.

Given Jacob's valuable contributions to our department and his dedication to his work, I propose that he be compensated at Grade 5 Step 8 in order to ensure his continued commitment to the Town. This adjustment reflects his skills and expertise, and I believe it is important to retain him as a valuable member of our team.

Jacob is a senior at Massachusetts Maritime Academy, holds an active Merchant Mariner Credential and is CPR and First Aid certified. He has worked for the Harbor Department for four seasons and has extensive knowledge of our daily operations and has shown growth over the years both personally and professionally.

Thank you for your attention to this matter. Your support in this request is greatly appreciated.

Respectfully,
Ryan D. Rossi
Harbormaster
Town of Chilmark



New Hire Form

Seasonal (Beach & Harbor)

This form is filled out for a new employee (including re-hired employees) and **signed by the department head and Town Administrator and given to the HR Assistant** who will provide a copy

TO: Town Accountant
 Treasurer
 HR Board Administrator

Received:
(date)

ALL INFORMATION BELOW IS REQUIRED:

DATE: 4-2-2024 Date of Hire: 7-5-2024 REHIRE? YES NO

Employee Name (LEGAL NAME - FIRST AND LAST): Jacob Maccaferri

Personal Email address (REQUIRED): jacobmaccaferri@gmail.com

Personal Cell phone number (REQUIRED): 508-939-1023

Age – check one: 14-17 years old 18 years old or older

Department: HARBOR Dept Code (3 digits): 295

Position/Title: ASST. WHARFINGER GL Code (4 digit budget line): 5137

Supervisor of this Employee HARBOR MASTER Grade 5 Step 8

Employee Status:

Seasonal*/Non-benefited Hourly

I have posted a copy of the Seasonal Determination from the Department of Unemployment Assistance.

I have informed the above-referenced employee that as a seasonal employee, wages from this occupation cannot be used to establish an Unemployment Insurance Benefit Claim.

Department Head Signature: [Signature] HM Date: 4-2-2024

Town Administrator Signature: [Signature] Date: 4-3-24

*As defined by Department of Unemployment Assistance (DUA)/Unemployment Insurance (UI) for Employers