



HUMAN RESOURCE BOARD

Town of Chilmark

April 10, 2024 DRAFT MEETING MINUTES

Board Members Present: Irene Ziebarth, Bruce Golden, Bob Rosenbaum, Alison Kisselgof – Administrator and Tri-Town Ambulance Chief Ben Retmier – Employee Representative.

Also in attendance was Harbormaster Ryan Rossi.

Jim Malkin – Select Board Liaison and Don Leopold were not in attendance.

The meeting took place in the upstairs conference room of the town hall. It was called to order at 8:32 AM.

Seasonal Assistant Wharfinger Starting Rate ~ Harbormaster Request:

- Harbormaster Ryan Rossi sent a letter to the Board prior to the meeting to request approval to hire a seasonal assistant wharfinger at grade 5 step 8.
- Harbormaster Rossi said that Jacob Maccaferri was hired as the seasonal traffic officer last summer at a rate of grade 8 step 3. He is returning this season but requested not to be hired in the same position. Harbormaster Rossi wanted to hire Mr. Maccaferri as an assistant harbormaster but only has two assistant harbormaster positions and both have been filled. He would like to hire Mr. Maccaferri as an assistant wharfinger with the starting pay at grade 5 step 8, which is closer to the assistant harbormaster rate. Harbormaster Rossi was aware of the procedures manual policy of not lowering an employee's salary but was unclear if this policy applied to a seasonal hire.
- The Board was unsure if seasonal employees were covered by this policy since they are not current employees.
- Harbormaster Rossi mentioned that he was contacted by Diane DeBlase, who is chair of the Comp & Class working committee. Ms. DeBlase requested that Harbormaster Rossi pause his request until the study was completed. Harbormaster Rossi read Ms. DeBlase's letter into the record as she requested. Harbormaster Rossi wasn't sure that Ms. DeBlase understood his request since it was not to reclassify a job position rate, only to hire a specific person with a great deal of experience at a higher step.
- A motion was made to approve Harbormaster Rossi's request to start Mr. Maccaferri at grade 5 step 8 in the position of assistant wharfinger conditionally, dependent on Select Board approval. The motion was seconded. With no further discussion, a vote was taken. Vote: Rosenbaum – aye, Golden – aye, Ziebarth - aye = MOTION PASSED

Procedures Manual Updates Continued Discussion:

- Ms. Ziebarth first made some introductory remarks about how the HRBC meeting will be run going forward: meetings will be on the second Wednesday of the month at 8:30am in person and a maximum of an hour. Documents for review should be sent 6-7 days in advance of the meeting.
- The procedures manual working group met twice prior to this meeting. Ms. Kisselgof had distributed a draft version of the section 1 which included suggested edits and incorporated the corresponding by-law.
- Ms. Ziebarth said that she did not want to have the procedures manual discussion at today's meeting due to the absence of Mr. Malkin, since the manual review was by his instruction. She mentioned that Mr. Malkin had said not to edit the by-laws but the draft section 1 appeared to do so. Ms. Ziebarth also felt that Mr. Leopold should be present for the discussion.
- Chief Retmier offered that the by-law was included in the draft section 1 but was not changed in any way, only formatted differently to indicate it's the by-law. He went on to say the edits that the working group made were to clear up confusing language to make it easier for employees to understand.



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- Mr. Golden recounted a conversation that he had with the Town Administrator Tim Carroll in which Mr. Carroll mentioned that he would like to have one document for the employees to reference.
- It was mentioned that the working group should stop their meetings until Mr. Malkin is consulted.
- The Board discussed the draft version of section 1. There was support for and against the incorporation of the by-law into the manual.
- Ms. Ziebarth said that unclear portions of the manual should be identified in a redlined version. Chief Retmier offered that most of the manual was confusing and also contains incorrect information.
- Ms. Ziebarth had looked at other town manuals and found theirs to be out-of-date as well. She would like to hear opinions from Mr. Malkin and Mr. Leopold about the combination of the manual and by-law, which she personally does not support.
- Ms. Kisselgof asked if the working group could continue meeting to go over manual and make suggested edits, focusing on readability and grammar. She offered that the draft section 1 was just done as an example of what combining the documents could look like and was not a final format. Ms. Ziebarth supported creating red-lined versions of the sections going forward so that the changes could be reviewed by the Board.

Drug & Alcohol Policy Revisited:

- Mr. Rosenbaum asked that this topic be added to the agenda. He questioned why the Select Board had placed this topic on the April 2nd agenda. He said that he listened to a recording of the Select Board meeting.
- Mr. Rosenbaum read a statement that he prepared for the Select Board, in which he stated his opinion that Select Board member Larsen acted inappropriately at the meeting during the Drug & Alcohol discussion.

Approval of Draft Minutes:

- A motion was made to approve the minutes of 3/20/24 as presented. The motion was seconded and a vote was taken. Vote: Rosenbaum – aye, Golden – aye, Ziebarth - aye = MOTION PASSED
- Mr. Rosenbaum mentioned that he was aware of a minute writing service and wondered if the Board would be interested in using it. Ms. Kisselgof said that writing minutes was part of her job and that she thought paying for the service would be expensive.

Unanticipated Topics: Chief Retmier mentioned that the current evaluation form was insufficient. The Board discussed the form and the current evaluation procedure. Chief Retmier offered to work on a better evaluation form and bring it to a future HRBC meeting. Other Board members supported Chief Retmier’s suggestion.

Documents:

- Draft Section 1 of Procedures Manual incorporating By-law Section 1
- Letter from Harbormaster Rossi RE: Jacob Maccaferri Rehiring
- Draft 3/20/24 meeting minutes

Meeting adjourned at 9:12 AM

Next Possible Meeting: May 8, 2024 at 8:30 AM

Minutes Respectfully Submitted by Alison Kisselgof, Board Administrator