

**Joint Meeting Minutes of Chilmark Selectmen & Human Resources Board**  
**December 23, 2020**

**APPROVED**

Remote participation: Selectmen: Chairman Bill Rossi, Warren Doty and James Malkin. Human Resources: Chairman Jennie Greene, Don Leopold, Molly Glasgow, Irene Ziebarth, Bruce Golden.

Others: Town Administrator Tim Carroll, Diana DeBlase, Brian Dowd, Ellen Biskis and Chuck Hodgkinson.

At 10:00 AM Chairman Rossi called the meeting to order on the Zoom platform.

James Malkin gave a brief introduction to what was before the HRB. Mr. Malkin outlined the process of transitioning to covering needed support and work when Chuck Hodgkinson retires. Selectmen have reviewed proposals from Tim Carroll that were created with work and input from Don Leopold and Jennifer Christy. The Positions that the Selectmen are supporting and have approved to send to the Human Resources Board are what are on the agenda today. Chilmark Selectmen are seeking to advertise for these positions at the December 28, 2020 newspaper deadline.

Don Leopold discussed the process that was used to compile the job descriptions and duties. Mr. Leopold also discussed the timeline to fill the positions prior to Mr. Hodgkinson's retirement. What kind of candidates we get will determine some of the assignments.

Board Administrator (new position description) final draft submitted 12/22/2020

Mr. Leopold screen-shared the document of the job description. Mr. Leopold said a prior version called for an associate degree; this one was replaced with a bachelor degree pertaining to experience preferred.

Mr. Doty asked to see the list of the additional jobs attached to each position. Mr. Leopold shared that document for all on the shared screen option.

Mr. Malkin reiterated the process for today's meeting. Selectmen voted in support of the 2 equal grade positions and are requesting the Human Resources Board approve positions and also proceed to attach grade and pay to positions so the position advertisement can be posted.

Mr. Carroll read out loud the 2 positions and what duties they are assigned and to what Boards and Committees they will be Administrative support for.

Mr. Doty said the Selectmen have voted to reformat Jennifer Christy's work assignments for the town to 30 hours a week to Town Clerk and 10 hours a week as the Planning Board Admin.

Mr. Hodgkinson said he has 2 thoughts on job description considerations 1.) Part of the job is assisting engineers in filing applications 2.) No official certification needed for the Conservation agent. Mr. Hodgkinson also said if keeping bachelor's degree in the description, the recommended grade 8 is too low. Discussion ensued. Ms. Glasgow and Mr. Golden thought associates was desirable instead of bachelors.

Ms. Ziebarth said having preferred in the job description allows for applicants without a bachelor's degree to still apply. Ms. Ziebarth asked that the final version have agenda vs agendae. That change was agreed.

Ms. Ziebarth moved to approve this Board Administrator job description omitting the grade at this time. Mr. Leopold seconded the motion. *Chair Greene called vote* **SO VOTED:** Irene Ziebarth: Aye, Don Leopold: Aye, Bruce Golden: Aye, Molly Glasgow: Aye and Jennie Greene: Aye. **Approved Unanimously.**

Chair Greene presented the Human Resource Board's recommendation to the Board of Selectmen. Ms. Greene said this job description is approved without grade at this time.

Mr. Malkin moved to approve recommendation from the Human Resources Board for the Board Administrator job description. Mr. Doty seconded the motion. **SO VOTED:** Chairman Rossi; Aye, Warren Doty: Aye and James Malkin: Aye **Approved Unanimously.**

Discussion turned to the pay grading process. Mr. Hodgkinson recommended comparing pay grade with other towns. Mr. Hodgkinson said we have a few positions in town already that in the job description the pay grade increases when a certain level of training and certification has been accomplished. Mr. Hodgkinson said that could be considered for this position as well. Mr. Carroll said we have received the compensation comparison data from the other towns. Mr. Carroll recommended to hold back the stipend for Conservation Agent until training is accomplished.

Mr. Leopold asked Town Administrator Carroll's assessment of the other town's data for grade recommendation. Mr. Carroll said grade 8 to 9.

Mr. Carroll screen shared the compensation plan for FY21 and compared the information he received from other towns.

Mr. Leopold asked if it is required to post the pay rate in advertisement for position vacancy. Mr. Carroll said we always have but other towns post ranges. Mr. Hodgkinson said we can hire at a grade but step can vary from 1-3 once there is a qualified candidate. Mr. Hodgkinson went on to recommend advertising: grade 8 step 1, up to grade 9 step 3.

Ms. Glasgow said that range would be for both positions.

Mr. Leopold moved to recommend opening compensation for this Board Administrator position be grade 8 step 1, to grade 9 step 3. Ms. Ziebarth seconded the motion.

*Chair Greene called for vote* **SO VOTED:** Irene Ziebarth: Aye, Don Leopold: Aye, Bruce Golden: Aye, Molly Glasgow: Aye and Jennie Greene: Aye. **Approved Unanimously.**

Mr. Malkin moved to accept recommendation from the HRB and approve the compensation recommendation for the Board Administrator position. Mr. Doty seconded the motion.

**SO VOTED:** Chairman Rossi; Aye, Warren Doty: Aye and James Malkin: Aye **Approved Unanimously.**

Mr. Malkin said he has drafted a letter to Chilmark Board and Committee Chairs about Chuck's retirement and process of mentoring during transition to new Board Administrators.

Mr. Malkin read it aloud:

As you know Chuck is retiring on 1 March, after years of service to our town, where he added great knowledge and guidance to our Boards and Committees.

The Town is advertising for two administrative assistants to fill his roles and support the Town's staffing needs. We do not expect to find people who have all of Chuck's regulatory and institutional knowledge – these people will need to be trained and mentored by the Boards and Committees they serve.

We request that each Chair as well as a member of the Board or Committee spend solid time in January and February with Chuck to ensure that all local, state and federal laws applicable to the group are thoroughly understood and that all processes and procedures are known and maintained by each group. This is mission critical as the work of your important groups have potential exposure to legal liabilities if we don't follow regulations and process.

It is important to our town that our operations continue to operate in appropriate and legal fashion going forward without the benefit of Chuck's expertise and abilities.

Chairman Rossi asked for a motion to send this letter drafted by James Malkin on behalf of the Selectmen to all Committee & Board Chairs. Mr. Doty moved and Mr. Malkin seconded the motion.

**SO VOTED:** Chairman Rossi; Aye, Warren Doty: Aye and James Malkin: Aye **Approved Unanimously**

Chairman Rossi said to Mr. Hodgkinson you have prepared folders with outline of regulations etc. to help the new hires. Mr. Hodgkinson said he sent a brief to Selectmen in November. Mr. Hodgkinson said this information is in the office computer. Mr. Hodgkinson stressed that the ConCom and Site Review Board Administrator position needs to be filled now. Other assignments are seasonal.

Mr. Hodgkinson explained that once the town receives an application there is a timeline to follow with hearing procedures; if not followed it is automatically approved.

Chairman Rossi asked what is involved in getting ConCom agent certified. Mr. Hodgkinson said nothing but there are courses that are required as you (Board Administrator) are executing the ConCom conditions. Mr. Hodgkinson said the Conservation agent needs to be able to shut down a job site. Individual holding the position will need to project authority. Police are the back up on that if needed.

Discussion turned to who would be on the interview committee for the applications received for the Board Administrator positions.

Chairman Rossi said we have had discussion about this at the Selectmen's meeting and so far we agreed on: Pam Goff from the Conservation Commission. Himself (Bill Rossi) from the Board of Selectmen, Town Administrator Tim Carroll, Don Leopold from the Human Resources Board. As for the Zoning Board representative that is to be determined.

Ms. Glasgow recommended to have a female member added to even out the ratio of the interview committee.

Mr. Hodgkinson recommended Wendy Weldon. Mr. Carroll said as Chairman of the Zoning Board Russell Maloney should be contacted to make a recommendation.

Selectmen requested these job vacancy positions be advertised immediately. Town Administrator will see to that.

Mr. Malkin said he got a message from Ms. Greene that her Wi-Fi connection has failed but she let him know that all of the actions needed today have happened and thank you all.

At 10:55 AM with no further agenda items for discussion Ms. Ziebarth moved to adjourn. Ms. Glasgow seconded the motion. **SO VOTED 4 Ayes 1, not present.**

Mr. Malkin moved to adjourn the Selectmen part of meeting as well. Mr. Doty seconded the motion. **SO VOTED: 3 Ayes**

Minutes respectfully submitted by Diana DeBlase. **Selectmen Approved 01/05/2021**

Document list:

- Draft Position description for Board Administrator
- Power Point of process to create positions to advertise to fill what the town will need when Chuck Hodgkinson retires
- Supporting documents from other town's comparative jobs
- James Malkin's letter to Board & Committee chairs that Mr. Hodgkinson assists