



TOWN OF CHILMARK

CHILMARK, MASSACHUSETTS

TO: Interested Applicants

FR: Tim Carroll, Town Administrator

DT: January 4, 2021

RE: **Board Administrator** positions

Thank you for your interest in the position of Board Administrator for the Town of Chilmark. This position provides administrative support to assigned boards. The two primary assignments are the Zoning Board of Appeals & the Conservation Commission. You will be responsible for all administrative tasks of your assigned boards, including the management of their operating budgets.

These are two separate year-round part-time benefitted positions with additional duties assigned to them (administrative support of other committees – see below).

A. Zoning Board of Appeals Administrator – 24 hours/week

- a. Site Review Committee – Administrative Assistant
- b. Housing Committee – Administrative Assistant
- c. Human Resources Board – Administrative Assistant
- d. Historical Commission – Administrative Assistant

B. Conservation Commission Administrator – 22 hours/week*

- a. Conservation Officer/Agent – (pending completion of training & probation, is possible) *
- b. Community Preservation Committee – Administrative Assistant
- c. Cemetery Commission – Administrative Assistant
- d. Park & Recreation Committee – Administrative Assistant

Chilmark is a rural community on the West end of Martha's Vineyard Island. It is 12 square miles of rolling hills, ocean beaches, coastal ponds, and includes the National Wildlife Refuge of Nomansland Island. Our community has a long economic history of farming and commercial fishing. Today the town is mostly known as a summer resort, however the fishing village of Menemsha continues as a strong commercial fisheries port and zoning protects the natural beauty of our community. The town is tasked by our Master Plan with supporting the commercial fisheries and preserving our rural landscape/character. Departmental policies are expected to comport to the town's Master Plan.

The Board Administrator performs a variety of highly responsible duties in accordance with state statutes, CMRs, town bylaws, and town regulations. Generally these include, but are not limited to, the Open Meeting Law, the Public Records Law, the Wetlands Protection Act, The Rivers Act, Town Non-Zoning Wetlands Protection Bylaw, Town Zoning / MGL Chapter 40A, and DEP regulations. The Board Administrator will exercise judgment and discretion in their interpretation and application, and for which there is direct accountability to the Commonwealth (Wetlands Protection Act & Rivers Act) and their assigned boards/Town Administrator. Errors could result in environmental damage, inappropriate development, damage to the community character, loss of public trust/cooperation, and could also create serious legal or financial problems for the Town.

The Board Administrator reports to the Town Administrator on a regular basis on budgetary, personnel issues, infrastructure and public concerns. Attendance at assigned boards' meetings, special Finance Advisory Committee meetings, and Budget Hearings are required. The Board Administrator attends weekly staff meetings. The Board Administrator advocates for their assigned departments through public outreach and grant writing.

Candidates should possess excellent communication, organizational, and time management skills, as well as computer proficiency. During this time of pandemic and remote working, your ability to leverage available technology to achieve outstanding customer service is critical. The efficient use of Zoom, MS Office, scanners, telephony and other office technology is required.

You should have a proven track record of working with volunteers and the public. The Board Administrator will need to assist in training, organizing, and empowering their assigned board members. The Board Administrator will work closely with other departments, applicants, the commonwealth, and the public. The Board Administrator works under the general direction of the Town Administrator and takes specific direction from their assigned boards' chairperson.

Please find enclosed:

- **Position Description** – with detailed duties appendix
- A copy of the published **advertisement** for this position
- Assignments Brief
- CAS replacement Staffing Plan – reference memo
- Town of Chilmark Job **Application form**

Please submit your cover letter, resume and completed Chilmark Job Application form before the **deadline of Thursday January 14th 2021 at 5:00 PM.**

Your cover letter should describe the relevant skills and experience you possess for this position, your understanding of the unique local conditions, your approach to learning the primary functions (Zoning/Conservation) and general ministerial duties of your new position, how you would improve your department's web page and a specific example that would illustrate your commitment to the community. All your communications with the Town regarding this position will be reviewed and assessed as part of our hiring process.

The Selection Committee will conduct an initial screening of applicants January 15th 2021, select at least three applicants for preliminary interviews tentatively scheduled for Friday January 15th starting at 2:00 PM, and then recommend up to two finalists for interview by the Board of Selectmen at a public meeting on January 29th 2021, or sooner. A conditional offer for employment will be subject to a background check, and on successfully passing a pre-employment medical exam and psychological screening. Training would commence on February 15th 2021.

We look forward to reviewing your completed application.

Resources: www.chilmarkma.gov
<https://www.chilmarkma.gov/boards>
<https://www.chilmarkma.gov/zoning-board-appeals>
<https://www.chilmarkma.gov/conservation-commission>
<https://www.maccweb.org/>
<https://www.chilmarkma.gov/community-preservation-committee>
<https://www.chilmarkma.gov/historical-commission>
<https://www.chilmarkma.gov/housing-committee>
<https://www.chilmarkma.gov/human-resources-board>
<https://www.chilmarkma.gov/parks-recreation-committee>
<https://www.chilmarkma.gov/site-review-committee>
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40/Section8C>
<https://www.mass.gov/guides/rivers-protection-act-questions-answers>
<https://www.mass.gov/regulations/310-CMR-1000-wetlands-protection-act-regulations>
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40A>
<https://www.mass.gov/service-details/open-meeting-law-training-videos>
<https://www.sec.state.ma.us/pre/prepdf/guide.pdf>

I. POSITION TITLE: **Board Administrator**

II. SUPERVISORS: Town Administrator (in consultation with Chairperson of assigned boards.

III. GENERAL DESCRIPTION OF DUTIES:

- A. Provide administrative support to assigned board(s), commission(s), committee(s), or department(s). ("Board")
- B. Provide administrative support to the Town Administrator as assigned.
- C. Provide general administrative support to Town and public
- D. Perform varied, often complex, administrative work to discharge the duties of their assignments

IV. DUTIES AND RESPONSIBILITIES:

A. Support Boards

- a. Serve boards courteously and responsively; maintain files, organize appointments and meetings, type agenda; type all board correspondence in a timely manner for review and approval; attend all meetings of the board and its subcommittees as necessary.
- b. Maintain a reference library for research and educational materials for board and general public use.
- c. Prepare annual budgets in coordination with board, Town Accountant & Town Administrator.
- d. Assist the public with the filing procedures and board questions.
- e. Handle mail, process receipts for payment to Treasurer and prepare billing review for board.
- f. Assist with maintenance of the Town website by assuring all board meeting notices, agenda, final minutes of meetings, and regulations are posted on the website in a timely manner.
- g. Discharge other duties as required.

B. Assist the Town Administrator

- a. Orient/on-board new Board members and Chairs.
- b. Identify and evaluate training needs for, and requests of, board members and report these to the Town Administrator.
- c. Discharge other related duties as required.

C. Provide general administrative support to Town and public

- a. Maintain cooperative working relationships with town hall staff
- b. Assist in general town hall duties.

- c. Arrange back-up to cover absences for training or leave
- d. Coordinate meeting schedules as required to efficiently utilize Town Hall facilities.
- e. Foster communication among town staff & volunteers and applicants to improve service to the public while anticipating and eliminating potential process conflicts.
- f. Ensure familiarity with current laws and requirements as they pertain to Town's practices and procedures. Participate in continuing education through classes and conferences as determined by Board(s) and/or Town Administrator.
- g. Perform other related duties as required.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

These duties shall be performed appropriately to represent the decisions and policies of the board or the Town and with respect and confidentiality for the applicants and board.

V. SUPERVISORY RESPONSIBILITIES: None

VI. SUPERVISION RECEIVED

This position reports directly to the Town Administrator.

VI. REQUIRED ATTRIBUTES

- a. Accountability to meet high standards
- b. Judgment, including data collection from multiple sources, analysis, evaluation, and decision making
- c. Ability to manage Complexity
- d. Interpersonal skills, especially ability to work well with, respect and communicate to a wide range of stakeholders
- e. Ability to respect and maintain confidentiality

VII. REQUIRED KNOWLEDGE AND SKILLS

- a. Knowledge of, and ability to stay current on, State laws and Town bylaws and practices as they relate to the responsibilities of the board.
- b. Ability to prioritize, track, and manage multiple tasks over the short and long term.
- c. Ability to perform routine to complex clerical, administrative and technical operations.
- d. Skills in general office automation; including MS Office Suite, Adobe Acrobat, document scanning, data management & editing electronic documents.
- e. Ability to present public policy issues to the board in a clear and concise manner.

- f. Ability to communicate effectively with town employees, state and local officials, and the general public.
- g. Strong interpersonal, organizational, problem solving, customer service and troubleshooting skills.
- h. Recognizable leadership qualities and maturity of judgment.
- i. Ability to work with little day-to-day supervision.

VIII. REQUIRED PHYSICAL, MOTOR AND VISUAL SKILLS

- a. Physical Skills: work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. Work involves walking on uneven ground over undeveloped land.
- b. Motor Skills; Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as operating a motor vehicle, moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office/field equipment.
- c. Visual Skills: visual demands require routinely reading documents and computer/device screens for general understanding and analytical purposes.

IX. EDUCATION AND EXPERIENCE

Bachelor’s degree with at least two years of experience, in a municipal work environment, preferred; or any equivalent combination of education and experience.

VI I. POSITION GRADE LEVEL & TIME REQUIREMENTS:

Hours per Week 20+

Position Description

APPROVED Unanimously by the Human Resources Board:	December 23, 2020
APPROVED Unanimously by the Board of Selectmen:	December 23, 2020

Positon Grade(s) **GRADE 8 Step 1 through GRADE 9 Step 3 commiserate with experience and abilities.**
Possible progression from Grade 8 to Grade 9 with on-the-job certifications and advanced training. *Similar to Assistant Assessor, Harbor Master & BOH positons*

APPROVED Unanimously by the Human Resources Board:	December 23, 2020
APPROVED Unanimously by the Board of Selectmen:	December 23, 2020

Appendix - detailed duties:

- Screens all incoming mail, inquiries, and visitors and responds appropriately to requests for information and assistance regarding board policies and procedures.
- Educates the public on the requirements of state & local laws pertinent to their board; assists property owners and agents (lawyers, architects, and builders etc.) in completing various forms and applications, including abutter's lists, affidavits of services, endangered species act, and other required documents.
- Processes all applications coming before the board according to state, town and board regulations and laws; consults with the Town Counsel concerning legal matters before the Board through the Town administrator; prepares all legal notices within the assigned deadline; drafts warrant articles for Town Meeting.
- Creates agendas for board meetings and hearing; attends meetings and hearings, takes and transcribes minutes, and prepares all documents for board approval, files approved minutes and other required documentation with the Town Clerk, meeting all deadlines.
- Researches applicable laws in connection with applications and permits
- Prepares educational material for the public regarding responsibilities under the Town's Bylaw and the applicable state law.
- Assists the board in preparing revisions to regulations, assists the board in applying for federal and state grant money.
- Prepares the department budget; requests all office supplies; monitors the expenditures of the department; prepares bills and processes payroll for the board; prepares department report for the town's Annual Town Report; records monies received by the department, submits receipts to the Treasurer.
- Performs related duties as required.
- Provides information and assistance to the public, board, developers, agents, and other interested parties regarding the interpretation, administration, and enforcement of town by-laws.
- Assists customers in the application process; reviews and processes applications, and provides analysis and information for board members and the public.
- Assists public in all aspects of applications before the board, including abutter's lists, plan reviews and narratives.
- Prepares for and attends board meetings, takes and transcribes minutes, prepares, records and files board decisions, and provides follow up as needed.
- Performs legal research as required to obtain supporting information for board issues; Reads law cases, professional journals and papers to stay current in the field, provides pertinent information to board members.
- Review applications presented to the board.
- Prepares and makes recommendations for exemptions
- Responsible for financial monitoring and analysis of the department budget; creates and administers department budgets and financial reports, processes department purchases and payroll.
- Maintains and updates department and files and records and prepares correspondence.



Town of Chilmark

Memo

To: Board of Selectmen
From: Town Administrator
cc: HRB
Date: 27 December 2020
Re: Advertisement in Vineyard Gazette for Board Administrator

The deadline for advertising in the Friday January 1st 2021 edition of the Vineyard Gazette is 10:00 AM Monday December 28th 2020.

Please review these draft advertisements

LEGAL AD – CHILMARK

Seeking very qualified professionals to fill two Board Administrator positions. jobs@chilmarkma.gov

HELP WANTED

CHILMARK is seeking extremely well qualified applicants to fill two BOARD ADMINISTRATOR positions. These are professional level positions with often complex duties and assignments that provide administrative support to multiple boards (primarily the Zoning Board of Appeals and the Conservation Commission), the Town Administrator, and general administrative support to Town and public. 22 – 24 Hours/week. Benefitted year round positions. Pay range, commiserate with experience and qualifications, \$29.38 to \$34.95/hr. Application Deadline is January 14th 5:00 PM. Interviews January 15th 2021. Contact jobs@chilmarkma.gov with a curriculum vitae for application packet.

The application packet is intended to completely communicate the town's expectations for the new position. The application packets will include an introductory letter, the position description, and an explanation of benefits/compensation.

CHILMARK

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Application deadline is January 14th 5:00PM. Interviews January 15th 2021. Contact jobs@chilmarkma.gov with a curriculum vitae for application packet.

Chuck Hodgkinson Assignments Brief

November 12, 2020

Overall

Human Resources Board, Zoning Board of Appeals, Conservation Commission, Site Review Committee, Community Preservation Committee, Historical Commission, Special Projects—currently the new firehouse and EMS facilities, plus other stuff.

Access to my computer files:

My Zobrio cash management. See Melanie about this and how to process permit fees.

Read the Town's Zoning Bylaws and Conservation Commission's Wetland Protection Bylaws. Occasionally you will also need to refer to the Commonwealth's Zoning Act and Wetland Protection Act.

You will receive many phone calls and have meetings with town residents, architects, builders who drop in unannounced asking how to do something—even for something not related to your assignments. Do your best to help find answers or refer them to someone who can answer their questions. Solve their problem. Do not say this is not my job and leave it at that. These folks pay taxes and your salary.

You will also receive many phone calls from real estate agents, attorneys and prospective property buyers asking what they are allowed to do on a certain parcel of land or property that is for sale—how can they develop or subdivide the property. It has been my practice to say the following. You do not want to give someone the impression they might be able to build or subdivide because you do not speak for the Board members. The risk is they would then buy the property for \$millions under the assumption they can do it. If a Board eventually denies the permit they will say..."but Chuck said I could do this".

The following provides an outline of key locations and procedures for each assignment. My replacement should establish a good working relationship with one or more of the folks performing the same function in another town to help answer questions. Also, ask questions internally and of your Board Chairs. There are no bad questions. There are only bad guesses. You should feel comfortable within 4-6 months of conducting Board meetings and executing the processes.

All paper files for Zoning, Conservation Commission and Site Review Committee are filed by Map and Lot number. There are historic ConCom files in the town hall attic.

All meeting agendas, minutes and hearing notices must be displayed on the town's website and on the bulletin board in town hall. A paper copy of all approved meeting minutes must also be filed in a binder—located across from Lenny's desk on shelves.

During the ZOOM era, secure specific zoom meeting link data from Tim Carroll at least one month before your meeting date as this information needs to be published on meeting agendas, legal notices and abutter notifications.

When you take attendance for a public meeting and for the meeting minutes, make sure you know everyone who attends and have the correct spelling of their names. There will be some folks who arrive late, after the meeting starts.

You will receive calls and emails from abutters seeking clarification of what is being proposed by their neighbors. Send them whatever they need to answer questions. Do not allow them to ask you to speak for them during the hearing if they cannot attend the meeting. Tell them to email you their comments that you will be read into the record during the hearing or meeting. Give them a deadline of a few days before the hearing or meeting date so you have time to print and organize these comments by permit application.

While it may seem obvious, make sure you first secure a place to hold your meeting and make sure the room is not booked for something else. You cannot have a meeting without a place to hold it.

Lastly, remember all of your board members are volunteers. Respect their time. You should try to make their volunteer time as efficient as possible for them. Send site visit, meeting date and agenda reminders as the dates approach. Also, feel free to call them at home if needed. They do not check their emails every day. There will also be times where you will need to "manage the management"—get your boss to do something he or she does not want to do or, do it on a timely basis. In the end you are accountable for meeting your deadlines which many times will require someone else to do something.

The following are the Board Members, list of meeting dates and times during the ZOOM era and the special requirements needed to prepare and conduct a zoom meeting. Also refer to the attached Procedures outlines for the Zoning Board of Appeals and Conservation Commission.

ZONING BOARD OF APPEALS

Key computer file folders under Zoning Board of Appeals folder in Chuck's email:

Agendas by year

Minutes by year (meeting minutes)

Decisions by year (Special Permits)

Advertising by year (Legal Notices)

Abutterlists by year (Cover letters to assessor for certifying abutter lists)

AbutterLetterBlank by year (abutter notifications)

Annual Reports by year (previous annual reports for the ZBA)

CONSERVATION COMMISSION

Agendas by year

Minutes by year (meeting minutes)

OOCSE12 – (number) past special conditions issued for most Orders of Conditions (OOC); these are needed when the special conditions will not fit in the space provided on the state OOC form.

Advertising by year (Legal Notices)

Annual Reports by year (previous annual reports for the ZBA)

SITE REVIEW (COMMITTEE)—see ZBA procedures outline as well

Agendas by year

Findings (decisions and reports issued by year)

Annual Reports by year

COMMUNITY PRESERVATION COMMISSION (Community Preservation)

Agendas by year

Minutes (meeting minutes by year)

Grant Agreements (Grant contracts issued to recipients after approved by town meeting vote).

Annual Report 2019

2006 CPC Warrant Articles (fund applications and CPA warrant articles by town meeting date. The CPA fund request application form is also included and must be updated for each town meeting).

Public Hearings or Legal Notices (notices for public hearings to review and receive public comment on each CPA fund request).

EXCEL Spreadsheet: CPAFundsbyFiscalYearEllenCurrent (a history of all CPA revenue and voter approved fund expense since the adoption of the Community Preservation Act in April 2001.

Word format: CPA Fund BalancesAFY2021,2022 (most recent summary of the fund balances. This is prepared for the Board before each public hearing on fund requests prior to each town meeting).

HUMAN RESOURCES BOARD

The COLA formula, excel spreadsheet and a pdf of the CPI data used was sent to Tim, Ellen, Melanie, Jennie Greene and Jennifer Christy.

FIREHOUSE, EMT2019

All documents, folders and records for this construction project. Includes powerpoint presentations.

HISTORICAL COMMISSION

Agendas

Minutes

Also refer to the Town Bylaw and procedures within the bylaw for when an owner wants to demolish an historic house that is listed in the Town's Master Plan as an Historic Resource.

All renovations or construction on an historic structure listed in the Town's Master Plan as an Historic Resource must be approved by the Historical Commission before any permits are obtained.

Chilmark Zoom Meeting Schedules
Meetings will be individually scheduled as needed
Updated September 1, 2020

MONDAY

Site Review Committee: 2nd, 4th Mondays @ 10:00 am
Planning Board: 2nd, 4th Mondays @ 4:30 pm

TUESDAY

ConCom: 1st, 3rd Tuesdays @ 9:00 am; Site Visits 1st., 3rd Mondays @ 12:30 pm
Selectmen: 1st, 3rd Tuesdays @ 3:00 pm

WEDNESDAY

Town Hall staff: 10:00 am
Board of Health: 1st, 3rd Wednesdays @ 5:00 pm

THURSDAY

HR Board: 1st Thursdays @ 8:00 am
Cemetery: 2nd Thursdays @ 3:00 pm
ZBA: After September, 4th Thursdays @ 9:00 am; Site Visits 4th Wed. @ 9:00
am

FRIDAY

Firehouse/EMS Building: 9:00 am

Chilmark Site Review Committee Zoom Protocols

Email chodgkinson@chilmarkma.gov

1. All materials shall be emailed as separate pdf files in one email.
2. A narrative description of the DCPC affected (which Coastal District, which Roadside District etc.); owner's name, address; applicant's name, address, phone number, email; street address and map and lot number of the parcel.
3. A description of what is being proposed i.e. new, 5 bedroom, 3000 sq. ft. house and 526 sq. ft. garage, pool etc. Does it meet setbacks from lot lines? Roof ridge heights; any ConCom resources affected, what is needed from Board of Health, ZBA etc.
4. Google earth overhead view of the parcel.
5. Site plan with setback distances and elevations etc. including view facing the DCPC (road or water)
6. The applicant or Tim Carroll will control the screens with the visuals as a co-host.
7. Separately, mail a paper copy of the narrative and \$20 fee to Chuck H. at town hall.

Chilmark Conservation Commission Zoom Protocols

Email chodgkinson@chilmarkma.gov

1. All materials will be emailed as separate pdf files in one email.
2. A narrative description of the owner's name, property address and map and lot number; a detailed written narrative of what is proposed including dimensions, # bedrooms; total square footage; pool details and elements etc.
3. A specific listing of the resources affected by the activity; the distance of the closest disturbances to the resource(s) boundary and within buffer zones and the distance of the structure from the resource(s) boundary or edge.
4. A description of the potential impacts the activity will have on the resource(s) i.e. silt runoff; temporary or permanent excavation of the resource or buffer zone etc.
5. A description of how the resources will be mitigated or protected or replaced during and after construction –such as silt fencing and hay bales as shown on the site plan, revegetated landscape with a specific re-landscape plan.
6. Site plan showing all activity, the limit of work and all resource areas and buffer zones. Please color code the elements for easier reading on small computer screens. Plus any supplemental supporting documents—landscape plans etc.
7. Also show the location of the construction staging area.
8. The applicant will control the screens with the visuals as a co-host during the zoom meeting.
9. Separately, mail a paper copy of the materials and any fees to Chuck H. at town hall.

Chilmark Zoning Board of Appeals Zoom Protocols

Email chodgkinson@chilmarkma.gov

1. All materials shall be emailed as separate pdf files in one email.
2. All ZBA applications must be reviewed and approved by the Building Inspector and Zoning Enforcement Officer, Lenny Jason before submitting the materials to Chuck H. for processing and scheduling.
3. A completed ZBA application cover sheet.
4. A detailed narrative description of the owner's name property address, map and lot number and the proposed project. Ex. Construct a 20' X 45' in-ground swimming pool and safety enclosure in a location that meets the minimum 50-foot setback distance from the lot lines. The pool will have the required four foot-high pool enclosure. The pool water will be heated by an air source heat pump. The power for the pool equipment will be offset by purchasing green energy from one of the green energy programs such as the Verde Energy USA program. The pool equipment will be housed in a sound-insulated equipment shed.
5. A description of all zoning bylaws impacted by the project and a narrative of how the project satisfies each of the regulations outlined in the specific bylaw(s).
6. Pdf's of the to-scale site plan showing all zoning dimensions and setbacks; individual pdfs of elevations and any supplemental materials such as pool fence details, site lines etc. Please color- code the site plan elements for easier reading on small computer screens.
7. The standard elements for all ZBA applications: pdf of the deed and any deed restrictions; pdf of the list of abutters within 300 feet of the property.
8. Whether or not the project needs to be reviewed by the Site Review Committee or a copy of the site review committee report.
9. The applicant will control the screens with the visuals as a co-host during the zoom meeting.
10. Separately, mail a paper copy of the narrative and all materials and fees to Chuck H. at Town Hall.

ZONING BOARD OF APPEALS PROCEDURES

See previous applications for each step.

1. If an applicant meets with the Site Review Committee as determined by the Building Inspector, they will need to meet with this committee before obtaining ZBA approval to their project. If a project is in the Squibnocket Pond District, the Squibnocket Pond District Advisory Committee (SPDAC) is also invited to this joint meeting. Wendy Weldon needs to be notified if SPDAC is needed.
2. The applicant picks up or is mailed an application package.
3. The applicant completes the application and returns it to the ZBA office at least 28 working days before the scheduled ZBA hearing. Lenny Jason, the Building Inspector must review and sign the application before it is processed.
4. The application is checked for accuracy and thoroughness. If acceptable it is given to the Town Clerk for a date stamp. The Town Clerk keeps the original application and gives a copy of all documents to the ZBA assistant.
5. The ZBA assistant creates a file folder for the case, creates the official "notice" for the legal ad placement in the Gazette (2 consecutive editions). The notice is given to the Town Clerk for a date stamp.
6. Each original, stamped "notice" is posted in Town Hall until the board has decided the case or, it is withdrawn. Note on the "notice" each time the case is continued.
7. Each ZBA meeting must be posted in Town Hall at least 14 working days before its scheduled hearing date.
8. The legal ad/notice is placed with the Gazette Classified Ad Manager and should at least run the 3rd and 2nd Fridays before the scheduled ZBA meeting. The ad should NOT run on the Friday before the ZBA's Tuesday meeting. The Gazette's closing date is 12 noon the Wednesday before the first Friday's insertion date. The cost for the ads is covered in the \$175 application fee.
9. A request for an Assessor's certified list of abutters whose property is within 300 feet of the lot lines of the applicant's property is requested.
10. Write a note and send to the assessor's (Pam Bunker) the abutters' list for certification when the letters were mailed to each abutter.

11. An abutter notification letter is sent to each abutter and the applicant and/or agent. This is sent at least 2 weeks or more before the hearing date to provide enough time for the letters to arrive.
12. A physical site visit by the ZBA members is scheduled before the ZBA meeting on each application for that meeting's agenda. The applicants need to stake the project's features beforehand and attend each site visit to answer questions. The starting times are no later than 3:30 in the winter because the days are shorter.
13. The meeting agenda is given (email) to all ZBA Board Members and the Building Inspector at least 5 business days before the meeting date. Include a copy of the draft meeting minutes from the previous meeting for each board member to review.
14. 5 voting ballots are prepared for each case on the ZBA meeting agenda.
15. Prepare the ZBA meeting minutes, vote and formal decisions for signature by the Board Chair (or you as the administrator during the ZOOM era). The Board Chair must approve each decision with any special conditions before it is signed. All signed decisions are given to the Town Clerk for date stamp within 48 hours of the ZBA meeting. The ten business day (excluding holidays) appeal period starts the day after the town clerk date stamps the decision.
16. The name of the Special Permit must exactly match the name of the property owner as outlined on the deed to the property lest the Registry of Deeds will not file it with the deed to the property.
17. A copy of the stamped decision is sent to the same list of recipients for the original abutters notice and the applicant and application.
18. The official 20 day appeal period begins on the date of the Town Clerk's stamp on the signed decision. If no appeals are filed the Town Clerk will attest to this and stamp the original copy of each decision.
19. If there is no appeal to the decision, the Town Clerk stamps the decision "No Appeal" and returns the original copy of the stamped decision to the ZBA administrator. The ZBA administrator then notifies the applicant and/or the agent to pick up the original stamped, "no appeal" decision and file it along with a reduced copy of the building plans (8 ½ X 14) with the County of Dukes County Registry of Deeds in Edgartown.
20. The applicant or agent then brings a copy of the decision with the Registry Stamp to the Building Inspector to obtain a building permit.

22. If a case is continued – no decision reached – it is not necessary to re-advertise the continued meeting or notify the abutters that no decision was reached and the meeting was continued to the next month. The Town Clerk needs to be notified and the legal notice that is posted on the board at town hall needs to have the continued date and time written onto the notice. Only the five ZBA members who were assigned to each continued hearing may participate and vote on the application after the continued hearing is closed.

MAIL TO EACH ZBA BOARD MEMBER BEFORE EACH MEETING

1. Minutes of the last meeting.
2. Reminder for site visit and order for the site visits.

AFTER EACH ZBA MEETING

1. Prepare decisions and mail stamped copies to the abutter distribution list.
2. Prepare the meeting minutes.

BEFORE EACH ZBA MEETING

1. Prepare notices and ballots; place ads; mail applications/notices to the distribution list; mail abutters letters.
2. Prepare agenda.
3. Prepare “sign-in” sheet for meeting attendees other than board members as needed.

HOLIDAYS

The November and December ZBA meetings are usually scheduled in the middle of these months to avoid conflicts with the holidays. Get agreement to these special dates 2 months before so you can notify the engineers on the island of the new dates and deadlines for applications.

The engineers are usually:

George Sourati; Sourati Engineering Group;

Chis Alley; Schofield, Barbini & Hoehn,

Reid Silva; Vineyard Land Surveying & Engineering.

CONSERVATION COMMISSION PROCEDURE OUTLINE

Refer to previous files for examples.

MACC: Massachusetts Association of Conservation Commissions: Chilmark is a member of the MACC. This organization provides advice—legal or administrative as needed. It also has a seven-part training program for all Commissioners in the state. These training sessions are offered at various times throughout the year. The Town has budgeted for training and travel expenses for anyone attending these sessions.

CONSERVATION COMMISSION PROCEDURES

1. An applicant meets with the Site Review Committee (when necessary) or comes directly to the ConCom to submit an application.
2. There are several types of applications: Request for Determination of Applicability; Notice of Intent, request for Certificate of Compliance, Request for a 3-year extension of an existing Order of Conditions, Enforcement Order (issued by the Commission for a violation without a permit).
3. Forms:
 - Request for Determination of Applicability; Determination of Applicability is the decision and permit.
 - Notice of Intent (NOI); Order of Conditions is the permit.
 - Request for Certificate of Compliance; Certificate of Compliance is the permit.
 - Request for a 3-year extension of an Order of Conditions; 3-year extension form is the permit.
4. Each application is heard and issued an Order of Conditions (for a Notice of Intent - NOI) or a Determination of Applicability (for a Request for Determination of Applicability - RFD). All originals of permits such as Order of Conditions is filed by the applicant with the property deed at the Registry of Deeds in Edgartown. Copies of all permits are mailed to the DEP SE Region office in Lakeville, MA. The Determination of Applicability is only filed with the DEP SE Region. It does not need to be filed with the deed at the Registry.
5. Once the work under an Order of Conditions is completed, the applicant must request a Certificate of Compliance from the ConCom. The work is inspected and if performed in accordance with the Order of Conditions, a Certificate of Compliance is voted on by the Commission, produced and filed with the Registry of Deeds in Edgartown by the applicant. The property is encumbered by the Order of Conditions and cannot be sold (or sold at risk on non-compliance) without closure that is demonstrated on the filed Certificate of Compliance.

6. Any application must have a plan indicating a current survey of wetland or other water resource delineation and their respective buffer zones on the entire lot and relevant abutting lots—or at least the side nearest the proposed work. The ConCom must approve this delineation in the hearing or meeting before holding a public hearing on the project.
7. The applicant may complete an application on-line with the MA. DEP.
8. The applicant files the NOI or RFD application as follows and obtains a case file number from the DEP: 2 copies to the ConCom; 1 copy to the SE Region DEP; one copy of the Wetland Fee Transmittal Form ONLY to the DEP in Boston (for fee payment). The applicant is responsible for all of these filings
9. Fees are based upon the category (s) of wetland evaluation outlined in the application. ½ plus \$12.50 is paid to Chilmark; ½ less \$12.50 is paid to the DEP in Boston.
10. The Commission conducts site visits on every NOI or RFD application before each meeting. The applicant is required to stake the key features of the project and attend the site visit to answer any questions.
11. A public Hearing is held for a NOI or Storm water Management Application.
12. A Public Meeting is held to state the Determination of Applicability, Certificate of Compliance or Enforcement Order issuance as deemed necessary by the Commission.
13. It is necessary to advertise a legal notice (one time) for each Request for Determination of Applicability and a Notice of Intent. It must appear in the Gazette at least 7 full days before the meeting. A copy of the legal notices are given to the town clerk for posting on the board in town hall.
14. The ad is placed by the Administrator with instructions to invoice the applicant directly for the ad – not Town Hall as done with the ZBA.
15. The Town Clerk also posts each public hearing legal notice at least 48 hours before the scheduled hearing date and time.
16. The applicant develops a list of abutters within 300 feet of all lot lines. It is confirmed by the Assessor's Office. The applicant mails the notices to each abutter via Certified return receipt mail.
17. It is the applicant's responsibility to deliver the abutter notices (not Town Hall's). The applicant must also provide proof of abutter notice delivery either by hand or by certified mail receipts.

18. If the ConCom approves the NOI or Storm water Management plan, an Order of Conditions is issued. These are prepared BEFORE each hearing and signed. Any special conditions for the Order are added before it is mailed to the applicant and DEP. The Chair of the Commission should approve all final permits with conditions before they are date stamped by the town clerk and mailed.
19. The original copy of the Order of Conditions is filed by the applicant with the Registry of Deeds and is mailed by Town Hall via certified mail as follows:
 - Original copy to the Applicant
 - One copy to the property owner (if different than the applicant)
 - One copy to the SE Region DEP
 - The Town Clerk posts one copy
 - One copy for the case file
20. There is a 10-business day (excluding holidays) appeal period from the issuance date on the Order of Conditions. The Order of Conditions is filed with the Registry of Deeds. A copy of the stamped filing is kept for the file.
21. The Certificate of Compliance is also approved by the ConCom, and signed by the Commission. The filing and distribution of the Certificate of Compliance is the same as with the Order of Conditions. Keep a copy of all documents pertaining to a specific project in the same file folder.
22. The Certificate of Compliance is filed with the Registry of Deeds by the applicant. A stamped copy is put in the file.
23. The Minutes of every ConCom meeting or hearing must be approved and voted by the Commissioners.

MAIL TO EACH CONCOM BOARD MEMBER BEFORE EACH MEETING

3. Upcoming meeting agenda.
4. Minutes of the last meeting.
5. Reminder for site visit and order for the site visits.

AFTER EACH CONCOM MEETING

3. Prepare decisions and mail stamped copies to the applicant and DEP.
4. Prepare the meeting minutes.

BEFORE EACH CONCOM MEETING

4. Prepare notices and ballots; place ads; mail applications/notices to the distribution list; mail abutters letters.
5. Prepare agenda.
6. Prepare "sign-in" sheet for meeting attendees other than board members as needed.

TO: Board of Selectmen
FR: Town Administrator
DT: 15 December 2020
RE: Staffing Plan – CAS replacement

Pursuant to the charge given on November 17th at your Selectmen’s meeting, I have been working on plans to fill the positions that are coming vacant due to Chuck Hodgkinson’s retirement on March 1, 2021.

The town would like to have any new staff undertake two weeks of training with Mr. Hodgkinson during February 2021. This would require the town to advertise and interview applicants in January. I propose to post & advertise January 1st 2021 in the Vineyard Gazette, set a deadline of January 14th at 5:00 PM for applications to be submitted, and to hold interviews on January 15th starting at 1:00 PM.

The interview committee could be composed of the following five people: 1. Chairman (or their designee) of the Conservation Commission & 2. Zoning Board of Appeals, 3.a Selectman, 4. Town Administrator & 5. HRB or at-large committee member.

The Committee would recommend appointments to the Board of Selectmen on January 29th or sooner, for the February 2nd Selectmen’s meeting. Training would commence on February 15th for ten work days, ending with March 1st, 2020.

The positions filled by Mr. Hodgkinson had been conglomerated into a Grade 11 “Coordinator of Administrative Support” a number of years ago. The current rate is at \$50.38/hr.

Titles	Funding
• Coordinator of Administrative Support – Special Projects	2 ½ hours/week
• Zoning Board of Appeals – Administrative Assistant	17 hours/week
• Site Review Committee – Administrative Assistant	-
• Conservation Commission – Administrative Assistant	15 hours/week
• Conservation Officer	\$5,000 stipend
• Historical Commission – Administrative Assistant	-
• Park & Recreation Committee – Administrative Assistant	-
• Community Preservation Committee – Administrative Assistant	5 hours/week

I have met with members of the boards supported by Chuck Hodgkinson, spoken to island engineers in the environmental and zoning areas, I have conversed with the other island town administrators, I have solicited staff input, and reviewed the position descriptions used in other towns.

It is clear that Mr. Hodgkinson brought a wide array of high level skills to his various assignments at the town offices. It is unlikely we will find a “rock-star” to replace Chuck as our CAS.

Oak Bluffs is currently advertising a full-time Environmental Planner/Conservation Agent position at \$70 – 80,000/year (\$33-38/hr.). Edgartown and Tisbury are sharing a full-time Conservation Agent that may retire in three years, as well as administrative support in Edgartown. West Tisbury has a half-

time Conservation agent, that said they would not be able to add on our job. Aquinnah does not employ Conservation staff.

The previous staff to provide support to the Chilmark Conservation Commission and the ZBA were at the Administrative Assistant Grade. Grade 6 currently starts at \$23.85 and ends at \$30.35/hr. The basis of placing the Coordinator of Administrative Support at Grade 11 was partly: the importance of his work on special projects, supervision of staff, and his unique skill set.

During our research it has become clear that the Conservation Commission and the Zoning Board of Appeals are seeing an increased work load of more complex applications as land use becomes more intensive. Both positions appear to warrant a more professional position than a Grade 6 Administrative Assistant.

In particular, the combination of the Conservation Commission Administrative Assistant and Conservation Officer require specialized training. I would propose making the designation of Conservation Officer, and its \$5,000 annual stipend, contingent on completion of appropriate MACC training and successful completion of the preliminary six months of probation, unless the applicant brings those skills to the position on hiring.

- ❖ In consultation with others I propose that both positions be upgraded to:
 - Zoning Board of Appeals Administrator at Grade 8 (\$29-37/hr.). A.
 - Conservation Commission Administrator at Grade 8 (\$29-37/hr.). B.

These would be two separate year-round part-time benefitted positions with additional duties assigned to them (administrative support of other committees – see below).

The Town Clerk position has been at 21 hours a week for two decades. In that time the duties and responsibilities have expanded, as well as an increase in registered voters, residents, and town staff requiring Town Clerk interaction. Similar to the CAS, the Town Clerk also fills a number of other assignments.

- | | |
|--|-------------------------|
| • Town Clerk | 21 hours/week |
| • Planning Board – Administrative Assistant | 14 hours/week |
| • Human Resources Board – Administrative Assistant | 2 hours/week |
| • Cemetery Commission – Administrative Assistant | 2 hours/week |
| • Website Manager | \$10,300/annual stipend |

This combination allowed the town to have Town Clerk and Planning Board functions available to the public all day each work day. The hours of the Planning Board have been reduced a number of times over the last 10 years as subdivision applications have slowed.

The current Town Clerk and I have spent the last two years reviewing these hours. The new public record access laws, new open meeting law, requirement for biennial conflict of interest testing for all town staff, boards, and volunteers, and the imposition of Early Voting have all added to the duties of the Town Clerk.

❖ The Town Clerk and I propose, in consultation with the Planning Board chairman, that we adjust the combination position to be:

- | | |
|---|------------------|
| ➤ Town Clerk | 30 hours/week |
| ➤ Planning Board – Administrative Assistant | 10 hours/week |
| ➤ Website Manager | \$10,300 stipend |

❖ I propose that the two new part-time positions be assigned additional duties as follows:

A. Zoning Board of Appeals Administrator – 24 hours/week

- a. Site Review Committee – Administrative Assistant
- b. Housing Committee – Administrative Assistant
- c. Human Resources Board – Administrative Assistant
- d. Historical Commission – Administrative Assistant

B. Conservation Commission Administrator – 22 hours/week*

- a. Conservation Officer/Agent – (pending completion of training & probation) *
- b. Community Preservation Committee – Administrative Assistant
- c. Cemetery Commission – Administrative Assistant
- d. Park & Recreation Committee – Administrative Assistant

This configuration should allow the town to

- attract qualified applicants to positions that require special skills,
- fill existing administrative needs, and
- allow for flexibility for future needs of the employees and town.

APPLICATION FOR EMPLOYMENT

TOWN OF CHILMARK

Town of Chilmark
P.O. Box 119 401 Middle Rd.
Chilmark, MA 02535-0119

jobs@chilmarkma.gov

NAME: _____

POSITION: _____

DATE: _____ / _____ / _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For Board Administrator	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Inquiry
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone Number(s) Land, Cellular & Email address:	Social Security Number	

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)

Part Time (Please indicate Mornings Afternoon Evenings)

Temporary (Please indicate dates available ____/____ - ____/____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

A
1
1
1
1
1
1
1
1
1
1

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title			
Supervisor			
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title			
Supervisor			
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title			
Supervisor			
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title			
Supervisor			
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Comments: Include explanation of any gaps in employment.

Th
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Re

NAME: _____ POSITION: _____ DATE: _____ / _____ / _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

SPECIALIZED SKILLS (Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ___ YES ___ NO

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

CHILMARK

Is seeking extremely well qualified applicants to fill two Board Administrator positions. These are professional level positions with often complex duties and assignments that provide administrative support to multiple boards (primarily the Zoning Board of Appeals and the Conservation Commission), the Town Administrator, and general administrative support to Town and public. 22-24 hours/week. Benefited year round positions. Pay range, commensurate with experience and qualifications, \$29.38 to \$34.95/hour.

Application deadline is January 14th 5:00PM. Interviews January 15th 2021. Contact jobs@chilmarkma.gov with a curriculum vitae for application packet.

Signature of Applicant

Date

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.