



PERSONNEL BOARD MEETING Minutes
Friday, February 21, 2025, at 1:00 PM

Members' Present: John Schilling, Marilyn Wortman, James Rogers

Others Present: Pam Bennett, Patrick Rolston, Hillary Conklin, Jon Snyder, Christina Colarusso

Hearing on Polices: Attendance, Equal Employment Opportunity, Consolidated Omnibus Budget Reconciliation Act.

Member Rogers made the motion to open the hearing. Member Wortman seconded. All in favor. Member Schilling asked Ms. Bennett to explain the policies that are being considered. Ms. Bennett stated the language is being updated to coincide with state and federal law as recommended by the study.

Attendance Policy: Member Schilling asked who would keep a record of all absences, late or leaving early when there is no department head. In cases when an employee is supervised by an Elected board who is responsible for keeping that record. Ms. Bennett stated at the moment the Chair signs off on payroll so it would be the chair, but we are currently having this discussion to clarify who is responsible. Member Schilling stated potentially it would be addressed in the bylaw. Member Wortman suggested adding Department to Human Resources. Member Schilling would like to change is an essential function to as an essential function. Member Rogers would asked to have the word excessive removed and instead add repeated.

Equal Employment Opportunity: Member Wortman recommended adding Human Resources Department.

Consolidated Omnibus Budget Reconciliation Act. Wortman recommended adding the Human Resources Department.

Member Schilling made the motion to close the public hearing. Member Wortman Seconded. All in favor. Member Schilling made the motion to adopt the three policies with changes. Member Wortman seconded. All in favor.

Deputy and Fire Chief Job Descriptions

Fire Chief stated he has removed oversight of Lifeguards in the Fire Chief job description. DPW is putting it back in their budget. In the Deputy Fire Chief job description, the suggested changes from the previous meeting have been made. **Member Wortman made the motion to approve the descriptions. Member Rogers seconded. All in favor.**

Bylaw

Member Schilling stated the bylaw was first presented at the Special Town meeting. It received push back, so he met with Rick Homans to look at the Personnel bylaw portion. Under the existing bylaw the Personnel Director is subject to report to the Personnel board but proposal to remove that language. We are not the appointing authority so have no authority relative to the Town Administrator review. The Select Board evaluates him, and the contract is with them. The biggest subject that had the most consternation was the removal of boards role in establishing COLA and compensation annual plan.

Therefore, with a separate article it restores that authority. It encompasses the Town administrator and Finance, but it stays within the final responsibility of the Personnel board. It also suggests would review the comp and class with the Town Administrator input but would fall to the final say of the board. Member Schilling stated the board needs to vote to accept the changes and to submit the article by March 14th Special Town Meeting. **Member Rogers made the motion to submit the article. Member Wortman seconded the motion. All in favor.**

Contract Services Discussion

Ms Bennett stated she has had 6 positions that are asking to be reclassified. She is asking if the board would like to look at them individually or if they want to consider a study. The last study was done in 2022. If we start now, it will not be done until 2026 and would be budgeted for FY27. The positions are Water Superintendent, Fire Chief, Deputy Chief, Building Commissioner, Local inspector and Police Lieutenant. The lieutenant is to alleviate wage compression due to the new police contract and Police Chief contract. Ms. Bennett felt the need to look at the job descriptions since some have potentially changed duties. The Board stated they would like to start to look into pricing for a study. Need empirical data to address the positions. **Member Rogers made the motion to look into contract services. Member Wortman seconded the motion. All in favor.**

Short Term Rental Position discussion and placement on scale

Member Schilling said there is not enough to move forward and unable to ask questions to the building commissioner. The job description is not in the correct format and there is not enough data. Ms. Bennett stated he did submit an article, and she alerted him that a position can only be placed by the Personnel Board. Her understanding is that it is a mandate by the state. She spoke with Edgartown and OB. Does not know for sure what it will entail yet. Doing a short-term rental study with a joint effort with OB. Edgartown was putting in a position including zoning enforcement. Oak Bluffs is not doing anything because they don't have enough information, and the directive came very late in December. She had given two options to either submit a position but didn't know what it really entails, and She suggested submitting an article for subcontractor if he is concerned funding is needed. She suggested this because it seems to need more information, and OB was open to a possible joint position, however the commissioner submitted the position article. Member Schilling stated he would like feedback from the Select Board. Ms. Bennett stated it happened fast. It has not gone through the process. Not ready to approve and has more questions. Why do they need a CSL license? Is it necessary. Ms. Bennett stated her understanding is that the state has not provided enough information. Ms. Conklin stated he does not have a funding mechanism. J. Snyder said this position is going to be state driven. Not defined how often need to inspect. Ms. Conklin thought annually, but Member Schilling said it is not clear in relation to the workload. Member Schilling stated Nantucket may not be a good example since they have over 600 STR. Right now, they do not have enough information. The board asked Ms. Bennett to relay the information needed to Mr. Monka and if ready can come to the March meeting.

Human Resources update

Ms. Bennett stated she will ask the New Town Administrator to be at the March meeting. She was finally, able to get all employees sign offs on the new Work Place Conduct policy and Anti-harassment policy. Setting up second supervisor training, Open meeting law and anti-harassment town wide training. Member Schilling asked if there was anything set up for a meet and greet with the new TA. Ms. Bennett stated not yet. The Union study should be completed by the end of February. Member Schilling asked if the Administrator bylaw is approved what is the time frame for it to be effective. Ms. Conklin said 2-4 months to get back from the AG office.

March 28th will be the next meeting.

Motion adjourned at 2:15 pm.

Respectfully submitted by:

Pam Bennett

Human Resources Director

A handwritten signature in black ink, appearing to read "John F. Schilling", is written over a horizontal line. The signature is stylized with a large initial "J" and a prominent "S".

John F. Schilling

