



## **PERSONNEL BOARD MEETING Minutes**

Friday, March 28, 2025, at 1:00 PM

Members Present: J. Schilling, M. Wortman, J. Rogers

Others Present: P. Rolston, P. Bennett, G. Monka, J. LaCivita

### Town Administrator Collaboration

Ms. Bennett explained that she invited the new Town Administrator, Joe LaCivita to meet them and talk about his role with the board. Member Schilling started by suggesting they introduce themselves.

Member Wortman said she moved to Martha's Vineyard 29 years ago, was on the board of Trustees for the Library, was the full-time Human Resources employee with Edgartown for 15 years. She is now a member of the Personnel Board.

Member Rogers said he has lived here all his life and is an electrician. He was on the Board of Health, Finance Committee, Zoning Board of Appeals, School Building Committee, government study panel, a Select Board member and a member of the fire department for Tisbury.

Member Schilling said started his career as an insurance broker, he was the previous Fire Chief for Tisbury and a lifelong resident. Spent 40 years in the Fire Department, served two terms on the Conservation Commission, Zoning board of Appeals, Short term rental Task force, Town Hall task force. Currently the Chair of the Personnel Board. Member Schilling then provided an overview on the board. They are currently working on policies that have not been updated regularly, The previous Personnel Director did not have a lot of interaction with the board. The board pushed for and moved forward to create the Full-time Human Resources Department and Director position and They have been updating the Personnel Bylaws. Their role is to update the Compensation and classification for Management and Professional and seasonal temporary. The Cost of Living that falls within the boards jurisdiction, they have worked with the Finance committee and treasurer to find ways of balancing the needs of the employees in relation to inflation and the budget. They currently stick to the Brockton Newton formula so that it is not political. Member Schilling stated It has been a nice evolution with the bylaw amendments since employees need a place they can come to address issues but it should not be the Personnel Board and there is progressive discipline in the policies.

Mr. LaCivita started by introducing himself, he stated he wanted to move forward and is pleased with the quality of employees we have working for the town. He agrees one hundred percent regarding personnel and how they deal with the job. He grew up in Watervliet as a developer, He was Deputy Commissioner for the State Economic development. He created Job description for HUD, is a code enforcement officer of NY, and a Volunteer on the fire department. He Oversaw Commission of Public Safety which included DPW, Police and Fire. He was humbled he was selected as Town Administrator. He is ready to get things done and values strong communication and collaboration. The Select board is set in policy and to be the adjudicator. The Town Administrator-Personnel Director is the day-to-day operation. He stated the Town Hall, Annex, and Department of Public works is fragmented and is very concerned about cyber security. He Would love to see a central town hall. He looks forward to working with the board.

#### Unanticipated- Short Term Rental Officer

Mr. Monka, the Building Commissioner who had missed the last meeting had thought he was on the agenda but had been removed since the Warrant opened and he was able to submit the place holder article. Since he was here Member Schilling asked him to give a little information about the short-term rental officer position he was previously suggesting and will most likely have to come back to the board at some time when the State provides more information. Mr. Monka stated Tisbury has 300 short term rentals and was looking for a ¾ time person. Short Term Rental officer for registration, inspection, and documentation, it would cover travel time since it can be 45 minutes to get out to chip chop. The Bylaw amendments coming in but changing because of the state building code. Member Rogers asked if the regulations were still in effect. Mr. Monka stated, the 2018-19 STR regulations are still in effect. Member Schilling said their role would be approving a job description not to endorse a position and placement on a compensation scale. We had seen some preliminary information, but the job description should be in the correct format, so can prepare in relation to other positions to place on the scale relative to other positions. The responsibilities of similar positions in other towns for compensation.

#### Update

Harbormaster have to readvertise since the current harbormaster took a job in Edgartown. We have a few vacancies, Police have 5 positions open, Data Collector, Advertised for Assessor Administrative position since the Natural resource assistant moved departments from Assessor. Working on the Social Media policy with town council to have it ready for the board Member. Schilling state he read in the paper that Oak Bluffs awarded a 3.74 Cola more than Tisbury.

**Minutes Member Rogers made the motion to approve February Minutes. Member Wortman Seconded, All in favor, Member Wortman made the motion to approve January minutes. Member Rogers Seconded, All in favor.**

Meeting adjourned at 1:59 pm

Motion adjourned at 2:09 pm.

Respectfully submitted by:

Pam Bennett

Human Resources Director



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John F. Schilling