



Town of Tisbury
Office of the Town Administrator
51 Spring Street, P.O. Box 1239
Vineyard Haven, MA 02568
(Tel. 508-696-4201)
pbennett@tisburyma.gov

Quarterly Report July-August-September 2022

General Housekeeping: Answer and return phones, direct to correct departments, payroll, rate changes, emails, Steamship Authority vouchers, correspondence and mail, Personnel Board bills payable, payment turnover, parking permits. order supplies.

Appointments: Full time patrol officer, Town Accountant, Fence Viewers, EMD, Harbormaster, Deputy fire chief, Assistant Harbormasters, Assistant Treasurer and Collector, Seasonal Traffic officer, Beautification committee, Cape light compact, CVEC, CPC, Opeb, Election wardens, Embarkation, Land Bank, MV Cultural Council, Census Supervisor, hearing officer, Open Space and recreation, Parking Clerk, RECC committees, Steamship committees and task forces, Tashmoo spring building Affordable housing, Municipal Housing trust, Vineayrd healthcare, William Street historic district, Sewer advisory, COA, ZBA, Water Resources, Waterways, Election workers. New: Sent onboarding Committee packet to new members, Library trustees, Center for living

Job Postings: Animal Control officer, Executive assistant, Building and grounds foreman, Facility manger, Paramedic, Wastewater operator, COA receptionist, Laborer, Waterworks tech VI, Water craftsman, carpenter,

Interviews: Fire/EMS Shared admin (hired), Executive Assistant (hired), council on aging receptionist (hired), Wastewater dept (hired), Animal control (hired), facilities

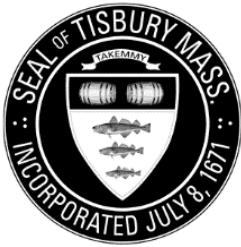
Human Resources:

M&P Reviews- All completed
Ambulance contract compliance and meeting
Council on Aging Meeting regarding succession plan
Signed and executed Union contract
Meeting with EAP regarding potential training for employees
FMLA, Workmans comp
Follow up meetings with new hires
Updating job description for union
Job description for asst town accountant
Union study quotes
Determination for remote participation

On boarding process started for new employees: binders and email and on site training by me for basic instruction. Met with Planning board admin who needs additional training, Shared fire admin, ACO, Compiling manuals for every position is my goal: currently started basics for administrative personnel, M&P, HR, EX asst. Training: Started discussion for Munis training for everyone who needs it or wants a refresher. In discussion with new employees to see where they need assistance, formulating from EAP training I feel would be also helpful for employees., basic administrative training for Planning board administrative assistant and Animal control officer. COBRA and SHRM training, CCMHG meeting

Select Board:

Train Executive assistant and aiding with special town meeting
5 Public record requests for MV times
Steering Master plan committee meeting



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Hearing notices for August 10 Aquaculture and Sept 28 waterways regs
Select Board agendas, packets for July 13 and 27 and minutes
Open Gov permitting meeting for interdepartmental coordination
Town cabinet meeting and minutes
Compiled ES minutes so we can get in compliance-searched, drafted executive session minutes to be approved.
Meetings 7.13.22/ 7.27.22/8.4.22 /8.10.22/8.24.22/9.14.22
Did meeting minutes for both July meetings
Fielded calls for a week regarding the immigrants

Personnel Board

August 19 Agenda and September 23 agenda
August meeting packet and Minutes
September meeting minutes and packet

Sincerely,
Pam Bennett
Human Resources/ Select Board office