

Personnel Board Meeting Minutes:

June 29, 2022

Oak Bluffs Town Hall Conference Room

Present: William Vrooman, Sharon Cooke, John Lolley, Brian Smith.

Remote Participation: Kevin Brennan

Also Present: Assistant Town Administrator Wendy Brough, Facilities Manager Patrick Hickey, Wastewater Administrative Assistant Bridget Palmieri.

Meeting called to order at 5:01 p.m.

1. Organization of the Board

Ms. Cooke nominated Mr. Vrooman for Chair Mr. Smith seconded

Sharon Cooke motioned to close the nominations; Seconded John Lolley

Sharon Cooke – Aye

John Lolley – Aye

Brian Smith - Aye

Bill Vrooman – Aye

Remote roll call vote: Kevin Brennan – Aye

Motioned to appoint Bill Vrooman as Chair

Sharon Cooke – Aye

John Lolley – Aye

Brian Smith - Aye

Bill Vrooman – Aye

Remote roll call vote: Kevin Brennan – Aye

Mr. Vrooman nominated Kevin Brennan for Vice Chair; Mr. Brennan declined.

Brian Smith nominated himself as Vice Chair.

Motion to appoint Brian Smith as Vice Chair

Sharon Cooke – Aye

John Lolley – Aye

Brian Smith - Aye

Bill Vrooman – Aye

Remote roll call vote: Kevin Brennan – Aye

2. Vote to accept minutes of January 12, 2022.

Discussion: name correction Ken to Kevin in second vote roll call

Mr. Vrooman motioned to approve the minutes as amended, Mr. Lolley seconded.

Sharon Cooke – Aye

John Lolley – Aye

Brian Smith - Aye

Bill Vrooman – Aye

Remote roll call vote: Kevin Brennan – Aye

3. Re-Classification discussion of Wastewater Administrative Assistant.

Facilities manager Patrick Hickey presented that Ms. Palmieri is a commendable employee who exceeds expectations. He pointed out the previous employee had made more compensation than Ms. Palmieri who handles all billing for the enterprise fund. Up to 730 customers and \$850,000 in billing. She had completed the first billing cycle and was able to input into MUNIS with no errors. Looking to bring the position up to \$33.97 per hour as she is a critical employee. Ms. Palmieri oversees much of the maintenance oversight with ‘hunting down’ and securing obsolete equipment from non-retail outlets.

Mr. Vrooman had a question on previous employee length of service.

Mr. Hickey: About 20 years – in 2011 this person was making \$26.66 per/ hour - for inflation around \$33.94.

Mr. Brennan: Asked Human Resources how this role compares with other similar administrative roles.

Ms. Brough discussed the three administrative levels and that Bridget is currently at the mid-level, the role of the Personnel Board is to evaluate if the position is to elevate to the next level as Executive Assistant, by looking at the rating numbers of any changes.

Mr. Brennan asked: Has this position changed significantly to be re-classified to a higher level?

Ms. Palmieri: In response to lab work: Every day 4 to 5 days this is done, invoicing has significantly increased, and with demands on the Facilities Manager to be out of the office, so has scheduling for the many call-outs.

Mr. Hickey: The lab work does hold a level unique with its exposure to toxic chemicals, which other administrative staff would not have to handle.

Other discussion: Payroll is more lengthy, double Wastewater Commissioner meeting and minutes; future planned expansion of the wastewater facility through a 26 million project will also increase position accountability and demand on the employee.

Mr. Hickey and Ms. Palmieri left the meeting.

Following discussion was that the evaluation should be on the position, not on the employee, even though they are a high performer. Schedule re-classification evaluation of the draft updated job description with the Chair and Vice Chair Thursday June 30, 9am with Human Resources.

4. Vote to accept classification recommendation for Conservation Administrator.

***Mr. Brennan motioned to accept the classification evaluation to Unit A Grade 4.
Seconded Mr. Smith***

Sharon Cooke – Aye

John Lolley – Aye

Brian Smith - Aye

Bill Vrooman – Aye

Remote roll call vote: Kevin Brennan – Aye

5. Human Resources Update

Discussion: Retention is the goal for HR including building a Compensation Plan.

Mr. Smith discussed that employees are often unaware of the cost being covered by the Town with their health insurance and a retirement plan.

