



## Personnel Board Meeting Minutes for August 17<sup>th</sup>, 2017

Meeting Opened: 12:43 pm

Members Present: Bill McConnell, Barbara Fortes, Jack Rollins

Others Present: Jay Grande Town Administrator/Personnel Director, Pam Bennett  
Administrative Secretary

Bill McConnell Chaired the meeting.

1. Approval of May 25<sup>th</sup>, 2017 meeting minutes.

2. Recap Vacation policy from Selectmen meeting- The Selectmen agreed to a one time buy back on vacation as suggested. However a letter must be sent to employees about the importance of taking vacation time and making it clear the buyback was a one-time exception due to special circumstances.

2 positions of main concern regarding vacation are the building inspector and Town accountant. One issue is with the State not allowing a waiver for the building inspector assistant to get experience accrued in the field opposed to private sector.

It was suggested by Barbara to see if the vacations can be broken up and not taken in one large chunk at least until we find a solution to the building inspector and town accountant issues of no one having the authority to cover their jobs while away. Must find out who according to the state could have the authority.

One issue was brought up was how the Building inspector is conflicted on the Museum project considering he lives in the area and the WT Inspector is not credited yet to take the reins. These issues need to be resolved. It was noted that there is a meeting September 28<sup>th</sup>, 2017 with Oak Bluffs and West Tisbury to see if there can be a shared Building Inspector Assistant or Zoning Enforcement position who could cover when the Building inspector is unavailable due to any circumstance.

In regards to the Town Accountant it was suggested to expand Treasurer position so that they would be able to cover the Accountants position when unavailable.

3. The budget was discussed briefly suggesting a closer look at how the budget is assessed when there have been purchases made but the invoices have yet to be applied or come in. Is there a way to include them without the invoices?

4. Discussed whether or not to have a personnel manual or just personnel policy. We are going to re-assess our policies and adjust certain policies and add new but the changes will be tracked so there will be no confusion as to what is being changed or added.

5. Jack Rollins voted to appoint Bill McConnell as temporary chair and it was seconded by Barbara Fortes.

6. Discussed Putting Town hall Annex staff: a shared secretarial position and Harbor master/Shellfish Natural resources Administrative assistant.

7. Revisited when the Personnel Board would meet. All agreed it would be every 3<sup>rd</sup> Thursday of each month at 12:30.

Meeting Adjourned at 1:32 pm.