



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

Monthly Report April-May-June 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/ The new contract specialist has been aiding me with some of the above duties and will be taking them over.

Appointments: William Street Historic District, Alternates, ZBA Associate, Assistant Election Warden, Full time officer, Full time officer, Traffic officer, Sergeants, appointment extension, (all from 6.22.22 SB Meeting)

Job Postings: Traffic officer full time, planning board assistant, Paramedic, Life guard and Harbor attendants, Fire Department/EMS Administrative secretary, Per diem, Committee volunteer advertisements, Library associate and PT, committee advertisements, Executive assistant, Planning board, Animal control officer, Wastewater operator, Facility manager, Executive assistant

Interviews: Traffic officer, Planning Board (offer letter), Executive assistants, Fire/EMS Shared admin.

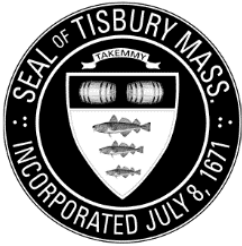
Public Record Requests: Sandy Paws, MV times

Human Resources:

Hiring and recruitment webinar
Climate action meeting
Union negotiations, draft notes and MOU options
Council on Aging Meeting
Meeting with MV meeting minutes who is doing Planning board minutes while position is vacant
Benefits Fair
Study Orientation for Management and Professional Employees
Compile Half the information requested by HR Services for study
Revise vacation policy for board
Department head meeting
Discrimination and Harassment prevention training
Sent out Self reviews for all M&P
Study finished compiling all study information requested by HRS
Filled out PAQ for Town clerk, finished Shellfish constable, HR coordinator, Executive assistant
Executed Union MOU
Edited Union contract for final execution
Set up Study interviews

Select Board:

Train Executive assistant (who has resigned)
Meet with Planning board and New hire twice
Town Cabinet meeting
Hearing notices for April, May and August Select Board meetings
Select Board agendas, packets for April, May and June meetings



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Open Gov permitting
ABCC training and Golden bull hearing

Personnel Board

May 20, 2022

3.18.22 meeting and minutes

6.17.22 Hearing -vacation policy and minutes

No meeting in July

Researching Vacation buy out article and other town policies

Sincerely,
Pam Bennett
Human Resources/ Select Board office