



Town of Tisbury
Office of the Town Administrator/Personnel Director
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TOWN ADMINISTRATOR REPORT

January 19, 2022

Employment Agreement Police Chief

Proposed three-year agreement with language concerning the renewal process. The agreement provides for scheduled increases in salary subject to annual performance review. Recommendation to approve, subject to any amendments by the Select Board.

Personnel Board Recommendation on Vacation Buyback and Personal Services/Employment Agreement, Town Accountant

The staffing levels for Treasurer/Collector and Accounting is not dissimilar to other small towns. The allocation of staff resources, delegation of work and training, as well as cross training are all areas that require improvement in the Finance Division generally and specifically relevant to the Accounting Office to provide for adequate succession planning and greater flexibility in response to an employee being out for an extended period of time. The job descriptions within Finance require updating that clearly identify the specific qualifications for positions. The Town will not be in a position to hire employees without the appropriate training and certification in hand or achievable within a reasonable timeframe going forward.

Please be aware that a shared finance assistant position for accounting and treasurer was established not that long ago with the hope of providing more staff resources to Finance. However, this shared position is for the most part working for the Town Treasurer/Collector.

I have worked closely with the Town Accountant on her fiscal year 2023 budget. I have proposed a full-time finance assistant position for fiscal year 2023. With the utilization of the Katherine Cornell Theater for office space, we are able to accommodate an additional position at Town Hall. However, the recruitment and hiring process must identify individuals that wish to move up within the organization, which is highly desirable.

Prior to current situation and the additional shared position being created, the Town Accountant and other employees received a one-time vacation buyback from the Personnel Board. Notwithstanding the recommendation to approve the vacation buyback, I would recommend that the Select Board establish an employment contract with the Town Accountant in response to the issues raised, in accordance with MGL Chapter 41, Section 108 below.

Section 108N. Notwithstanding the provision of any general or special law to the contrary, any city or town acting through its board of selectmen or city council or mayor with the approval of the city council, as the case may be, may establish an **employment contract** for a period of time to provide for the salary, fringe benefits, and other conditions of employment, including but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performances of duties or office, liability insurance, and leave for its town manager, town administrator, executive secretary, administrative assistant to the board of selectmen, **town accountants**, city auditor or city manager, or the person performing such duties having a different title.

Review and Approve Invoices for Tisbury School Project

Invoices for the project approved by the Tisbury School Committee and Tisbury School Building Committee will be presented for your approval.

2022 Warrant Articles

Document 2022-10 Human Resources Articles. The Town needs to have a designated Human Resources Department with Director. Human resources are the majority of a Town's costs and the issues relating to employee relations, classification, personnel policies and procures, recruitment, personnel file retention, leave policy administration, and injury management need to have dedicated staff responsible for the function. The potential liability for not having dedicated independent staff coordinating human resources is great. The position and department will have a high level of independence and will be less susceptible to outside influences from elected or appointed officials. This change will complete the process.

Respectfully Submitted

John W. Grande
Town Administrator