

## Tim Carroll

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**From:** Tim Carroll <execsec@chilmarkma.gov>  
**Sent:** Friday, July 08, 2016 11:08 AM  
**To:** Bill Rossi (billrossimv@gmail.com); jim malkin (jimmalkin@gmail.com); Tim Carroll (tcarroll@vineyard.net); Warren Doty (warrendoty@verizon.net)  
**Subject:** Retroactive pay for Tax Collector and Admin Asst to Selectmen

Gentlemen:

Given the vote of the HRB yesterday I recommend that the Selectmen authorize retroactive payment to the Tax Collector and the Admin Asst to the Board of Selectmen from the FY2016 Selectmen's Unclassified or as a request to the Finance Advisory Committee from the FY2016 Reserve Fund.

This would be fair to the tax payers given the new recommendation and have a positive impact on employee morale.

Tim

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*Legal Notice Town of Chilmark From the Office of the Town Accountant*

The final day for submitting bills incurred during FY16 is Monday July 11th, 2016 at 5:00 P.M.

*All bills for the period ending June 30, 2016, including for wages, must be received by the Town Accountant by that time. Bills received after will require Town Meeting approval before payment can be made.*

TO: Chilmark Board of Selectmen

FR: Diana DeBlase & Jessica Bradlee

RE: Compensation / Regrading process

DT: July 11, 2016

Four positions were regraded just prior to the beginning of FY15 (Treasurer and Accountant on June 5, 2014) and mid-way through FY15 (Maintenance Supervisor of Town Bldgs and Town Clerk on Oct. 16 and Nov. 6, 2014) and the funds to pay the increased grades for these four positions were found within the FY15 budget. Each of the staff members in these positions did not have to wait more than 6 weeks to realize the increase in the position's grade. The increases for the Treasurer and Accountant positions went into effect on July 1, 2014 and the increases for the Maintenance Supervisor of Town Bldgs and the Town Clerk went into effect on Jan. 1, 2015, on the recommendation of the HRB.

On December 2, 2014, a motion was voted unanimously:

Mr. Mayhew moved to send the Human Resources Board a recommendation of policy from now on that future grade increases must be part of the budget process and go into effect at the beginning of the next fiscal year. Mr. Doty seconded the motion.

**SO VOTED: 3 Ayes**

Cognizant of the new policy, in the fall of 2015 the Tax Collector and the Assistant to the Board of Selectmen/Receptionist submitted updated job descriptions to the HRB well in advance of the winter FY17 budget season. These positions were regraded on Nov. 5, 2015. The Tax Collector and the Asst. to the Board of Selectmen/Receptionist submitted their job descriptions for review and regrading in order to comply with the new Selectmen's policy of Dec. 2, 2014 and also to make it possible to adhere to the yearly directive that the budgets for each department must be "zero-based" and each item increase must be accounted for as precisely as possible.

Two Tri-Town Dept. positions were submitted for review of updated descriptions and then were regraded in the spring of 2016 (Paramedic on April 7, 2016 and Chief on June 9, 2016). The increase in grades for these positions were made effective as of July 1, 2016 and were not required to wait to be included in a FY18 budgeting process and the beginning of FY18 fiscal year on July 1, 2017.

The Asst. to the Board of Selectmen/ Receptionist and the Tax Collector request that they be compensated for the amount they would have received if their positions' new grades were made effective on January 1, 2016. The total amount of additional compensation for these two positions for the period between Jan. 1, 2016 and July 1, 2016 is: \$830.70.