Minutes of meeting with BOS – BOA Feb 2nd, 2018

Aquinnah Town Hall – Selectmen’s Meeting Room

955 State Rd. Aquinnah, MA

Present: BOA – Elise LeBovit, Adam Wilson, Marsha Shufrin

BOS – Jim Newman, Juli Vanderhoop, Gary Haley

Also Present: Jeffrey Madison, Paul Manning, Kathy Newman

The meeting began at 9:32 am

The only item on the agenda was to discuss the organizational relationship between the 2 boards and the one employee, Angela Cywinski.

The 1st discussion was having Jeffrey present at this meeting. Elise said Angela is away on vacation. Kathy said the meeting should be about the two elected boards and the intersection of the two and the work load of the Assessor. She wants the two boards to clarify this position. Jim said the meeting is to clarify the um relationships between the TA and the Asst. Assessor under the overall umbrella of Town Hall.

Kathy read the memo she had read at the last BOS meeting. The emphasis of the discussion would be the work of the assessing department and town hall HR procedures.

-The Chilmark organizational chart was talked about. The question was asked if everyone who works in town hall is part of the town hall team? There was consensus that is what it should be.

-Marsha asked if the TA is a “coordinator” or actually in charge of Town Hall. Jeffrey talked about the employee meeting that occurred last week and trying to put additions into the by-laws to make them more complete. Jeffrey then excused himself and left at 9:47 am.

-Marsha asked how the TA reviews the time sheets. Jim talked about how the TA needs to know who is not coming in to work each day and why. Kathy said the TA is in charge of town hall. The oversight of the building’s activities is the TA’s since his office is in the front of the building.

-Elise talked about different standards for different employees in TH. Time cards have always gone to the Treasurer 1st before going to the TA. Juli said that the prior BOA chairman generated conflict with the TA about the hours worked by Angela not having his authorization before the time sheets were submitted. There was discussion about state mandated oversight. The authority of the budget and who authorizes payment was briefly discussed.

-Kathy talked about time sheets and how it is correct by law for the TA to be able to review them 1st before they go to the Treasurer for processing. Other town procedures for payroll were discussed. Juli said bigger towns have the ability to have department heads approve time sheets so that the TA doesn’t have to see everyone’s. Jim talked about comp time and who is in charge of the money allocation.

-Paul asked if Angela’s job falls under the Town’s Personal By-Laws. Comp time was discussed. Kathy read J. Collins memo on payroll procedures.

-Adam talked about how comp time should be very limited and should not accrue. It is also talked about how it can’t replace overtime…

-There was discussion about the work place environment. Marsha said the current situation is not team orientated. Elise brought up the concept of bullying and how it relates to what is currently going on and what has happened in the past. Adam stated there’s a difference between bullying and being called out for one’s job performance. Juli talked about how some people choose to go along with the pack and others who try to follow a different path. Elise said there is an unfairness going on. She defended the Assessor as a person who is being hammered all the time.

-Juli said she has gotten calls complaining about the assessor’s office that she doesn’t know to follow up on. Adam asked that the BOS members getting calls about the Asst Assessor should automatically be referred to the BOA.

-There was discussion about what should be communicated day to day between elected employees and the TA and other staff. Town Hall hours was discussed. Marsha asked that there be more coordination from the TA as to how things are run. The mechanics of things like payroll and hours, time off, etc. should be universally agreed on. There was discussion about having a blackboard to show who is the building and who is not.

-Kathy said the time spent on the job doesn’t have to be scrutinized. There was discussion about the payroll authority and chain of command. On matters that involve the AA and Town Hall, the BOA should also be notified but the BOS and TA should know as well.

-Elise talked about how each board knowing more of what each is doing can only help. Kathy talked about the basics each employee should bring to the building. Mediation between the two parties over current work issues was discussed. There was discussion about whether common ground can be achieved over the issues of time sheets, posted office hours and vacation time. Elise said she wants to call the DOR for clarification of procedural rules regarding payroll review.

There was discussion about the posting of hours by all employees, according to the by-law. There was discussion about the delivery of time sheets to the TA 1st before the Treasurer. Elise said the fine line of supervision between TA and the AA is in conflict with the operation of the building.

-By unanimous consensus the following actions were agreed upon:

­There was agreement by everyone that all employees would post their office hours;

There was agreement by everyone that all employees will notify their respective boards and the TA when they will not be coming in due to illness or other circumstances;

There was agreement by everyone that timesheets will be submitted to the TA 1st for review before going to the Treasurer for payment process (To be verified by the DOR).

-Juli talked about the BOA board members of the past that stood up all the time for their employee whenever there was a controversial statement made or action taken that the AA got called out on. There was discussion about how the 2 boards have not communicated properly in the past and the lack of communication has exacerbated the current situation.

-Jim and Elise talked about prior requests for legal services and how the two employees can work together in town hall.

-Adam brought up letters being put into the AA’s file by the TA. The BOA has no copies of these letters and should have a say as to whether or not they are appropriate to be placed in Angela’s personnel file. Paul talked about the procedural aspects of discipline, letters and personnel files.

-There was discussion about having a set of rules each employee can agree to. Gary talked about reducing the flares ups that occur and that maybe history between Angela and Jeffrey plays a part. Marsha talked about how greater explanations are sometimes needed to understand how TH procedurally operates. She talked about having humane leadership. Kathy said both sides have to keep on talking.

-Comp time was talked about again. Adam said it’s an issue that the BOA needs to address in house. Marsha also talked about the issue with the server and why the BOS won’t let the BOA pay for its own modem.

She recalled her prior years working in the school system and how spending needs little oversight once it is approved. She asked that the expense for the modem needs to go forward. There was discussion about having a dedicated server according to DOR requirements. There was discussion about the server crashing vs having a dedicated line. Elise talked about all the work needed to become a certified assessor.

-There was unanimous agreement from the Selectmen that the modem bills will be paid through the Assessing departments budget and that an IT assessment for the building be accomplished to see if the current network can be altered to allow for enough megabytes to satisfy all the department needs for data and its security.

A motion to adjourn was made and seconded. The vote was unanimous in favor.

The Meeting ended at 11:37 am

Respectfully submitted by,

Adam A. Wilson, Board of Assessors