



TOWN OF YARMOUTH

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TOWN
ADMINISTRATOR
Robert L. Whritenour, Jr.

DIRECTOR OF
HUMAN RESOURCES
Sarah O'Reilly

Notice of Meeting

Name of Committee or Board: Personnel Board

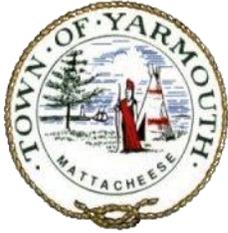
Date of Meeting: July 13, 2021

Time: 4:00 pm

Place: Yarmouth Town Hall, Conference Room B

Agenda Items:

- I. Public Comment
- II. June 14, 2021 Meeting Minutes Review and Approval
- III. Misc Comp: Lifeguard pay increase review and possible vote
- IV. Deputy Building Commissioner Position review, grading and possible vote
- V. Review education and experience section of manual
- VI. August 31, 2021 Personnel Board presentation to Board of Selectmen
- VII. Personnel Board proposed Meeting: August 10, 2021 – 4:00pm
- VIII. Adjourn



TOWN OF YARMOUTH

424 Route 28, West Yarmouth, MA 02673

Phone: (508) 398-2231 x.1610 & x.1520

Department
of Recreation

To: Robert Whritenour, Town Administrator

From: Aimee Howell, Recreation Director

Date: June 30, 2021

Re: Lifeguard Pay Rate

The Recreation Department is requesting a \$1.50 per hour pay raise for all of our Lifeguard Staff. We are currently about 10 lifeguards down from last year and continue to have guards reduce their days of work or leave all together because of the rate of pay they are currently at. Barnstable is a 10 minute drive from Yarmouth and starting their guards at \$3 more an hour. Private pools are offering \$17-\$20 an hour starting for guards.

If we do not raise the pay immediately, I fear that we will lose more and more guards as the season progresses which would lead to even more beaches not covered. The increase would cost approximately \$12,000-\$15,000 more for the summer which we would easily be able to cover since we originally budgeted for a much larger work base of guards.

DEPUTY BUILDING COMMISSIONER
Inspectional Services Department

Definition:

Administrative, supervisory and inspection work related to the enforcement and interpretation of the state building code, the local zoning ordinances, the state zoning act, architectural access board requirements, Cape Cod Commission, Old King's Highway Historic District Committee, , and all other applicable regulations; all other related work as required.

Works under the administrative direction of the Director of Inspectional Services (hereafter Director) and is responsible for the enforcement of the state building code, the state zoning act, public health laws, and such other related areas authorized from them. May assume the responsibilities of the Building Commissioner in their absence.

Responsible for the indirect supervision of Building Division staff

Performs highly responsible duties of a technical nature requiring considerable judgment in the application, interpretation, and enforcement of all building codes, floodplain regulations, handicap accessibility codes, zoning ordinances and various other Federal, State and Local laws and regulations. Requires a thorough understanding of management practices, personnel management, municipal operations as well as pertinent federal, state and local laws and ordinances. Is authorized to make FEMA determinations

Manages Site Plan Review processes and activities and functions as the Chairman for all Site Plan Review hearings in the absence of the Director.

Job Environment:

Work is conducted in an office setting, on construction sites, in buildings and generally in other areas of town and/or remotely as needed.

At his discretion attends meetings and hearings for multi-member boards and/or commissions such as: Board of Selectmen, Zoning Board of Appeals, Old King's Highway Regional Historic District Commission hearings.

Conducts sensitive investigations involving non-compliance with applicable laws and regulations and determines the best methods and practices for obtaining compliance including: issuing citations, court action and/or fines and hazard abatement. Efficiently and effectively operates a computer, office equipment, digital camera and video recording devices, and an automobile.

Potential for exposure to hazards include but is not limited to: the elements, partly constructed buildings, unsafe and/or condemned buildings and heights. Potential for exposure to hazardous materials such as but not limited to: fiberglass insulation, asbestos, and lead paint.

Errors could result in damage to property, endanger public safety, have legal and/or financial implications, and cause adverse public relations.

Has access to highly confidential information such as: court records, personal identification information, violation notices bid proposals and personnel records.

Has high level contact with the Organizations departments and agencies, the public, federal, state, and local agencies and officials, permit applicants, and local businesses and developers. Incumbent is called upon to resolve the more difficult requests for service and compliance issues. Requires strong

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Building

interpersonal skills to explain and enforce laws, regulations, and department policies and procedures. Must be able to enforce applicable laws and regulations firmly and impartially.

Essential Functions:

(The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists the Director with planning, directing, coordinating and administering the activities of the Building Division. Includes the management of highly technical Town officials such as Building, Plumbing/Gas, and Electrical officials. At the direction of the Director manages and assigns work to all professional and support staff; consults with public officials on departmental matters needing approval.

In the absence of the Director interacts as member of senior management team of the Town to actively assist the Town Administrator in the research and implementation of policies and procedures affecting this division and other departments of the Town.

In the absence of the Director is the keeper of the records and responsible for the maintenance and retention of permits, property records and correspondence. Properly disseminates documentation resulting from public records and FOIA requests.

Oversees and coordinates the operations and activities of the divisions in an effort to act cooperatively to better serve the needs of the community.

Confers with builders, architects, engineers, property owners, attorneys and the general public regarding construction, zoning and regulatory matters.

Reviews plans for building construction or alteration to determine compliance with state codes, local zoning ordinance and other applicable regulations; issues building permits; administers building permit issuance process involving review of building permit applications by the departments; seeks to resolve issues raised by the review process; maintains associated logs and inspection records.

In the absence of the Director, Chairs the Site Plan Review process which involves coordinating and running interdepartmental public meetings on all commercial development proposals, and making a final decision on the project after considering the advice of the committee members.

Responds orally and in writing to inquiries from property owners, banks, real estate firms and the public; explains building code regulations and bylaw provisions; explains procedures and assists applicants in completing required forms; discusses constructions methods and materials with building professionals in order to ensure compliance with applicable codes and regulations.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

In accordance with Ch. 143 § 3 and 780 CMR, each inspector of buildings or building commissioner shall have had at least five years of experience in the supervision of building construction or design or in the alternative a four year undergraduate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability, as

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determined by the board. In addition, such person shall have had a general knowledge of the quality and strength of building materials; a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation, safe exits and the requirements of section thirteen A of chapter twenty-two and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards; and a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure.

Additional Qualifications Preferred But not Required: The Deputy Director does not serve as an attorney for the Town. However, a paralegal or law degree with experience in bringing code enforcement matters before the court is highly desirable.

Other Requirements:

Class D drivers License required
Construction Supervisor's License required.
MA Building Commissioner License

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the materials and methods of building construction and of the state building code, local zoning ordinances, and other applicable rules and regulations. General knowledge of health codes, planning concerns, engineering issues, fire safety concerns and conservation issues as they related to site plan review and the requirements a commercial construction project applicant will be required to comply with.

Ability: Ability to organize and assign work to subordinate personnel and evaluate their performance. Ability to communicate effectively in written and oral form. Ability to present information orally at Public hearings such as: Board of Selectmen, zoning and planning boards, Cape Cod Commission, Architectural Access Board, Old Kings Highway Regional Historic District, Historic District, Housing, Superior and Land Courts as needed. Ability to understand line item budgeting, as well as special project budgeting, and budgeting by functional classification.

Skill: Strong management, administrative and supervisory skills. Proficiency in the use of computers including word processing, spreadsheets and database.

Physical Requirements:

This position requires frequent light to moderate physical effort while performing inspectional duties. Incumbent must be able to access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing in open and possibly confined spaces. While performing the duties of this position, the incumbent is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. Performance of the essential functions may also require incumbent to climb or balance, stoop, kneel, crouch or crawl, and smell. Frequently required to lift and/or move items up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

MINUTES OF MEETING
 June 14, 2021, 3:00 p.m.
 Remote Participation Meeting via Zoom

Members present: Betty-Jane Burkhardt, Chair, Dianne McElroy, Sharon Ladley, Alice Bowen, and Brian Gardiner

Absent: N/A

Others present: Sarah O'Reilly, Director of HR, Frank Frederickson, Chief of Police, Kevin Lennon, Deputy Chief of Police, and Jane Cain, Director of Library

The meeting was called to order by Chairman Burkhardt at approximately 3:05 p.m.

Roll call was taken.

Agenda items were taken out of order to better accommodate attendees.

Police Civilian Traffic Control Unit

Deputy Chief Lennon presented the plan to create a civilian traffic control unit for the Police Department. These will be non-sworn members of the Police Department whose duties include traffic direction, control and other capacities as determined by the Chief of Police that do not require a sworn officer. The request was made to include this position on the miscellaneous compensation pay schedule, with a range of \$13-\$18/hour. A motion was made by Ms. McElroy, seconded by Ms. Ladley and the addition to the miscellaneous compensation schedule was unanimously approved as presented.

Staff Librarian

The request for reclassification for Staff Librarian was reviewed. Ms. Ladley indicated that the 'Supervision required' should not be rated the same as the Staff Librarian's supervisor, and should be rated at 2 for 10 points. After some discussion, Ms. Ladley made a motion and Mr. Gardiner seconded to approve the points with the change in Supervision Required. A roll call vote was taken and the members unanimously voted to approve the position of Staff Librarian (previously entitled Senior Library Technician – Youth and Senior Library Technician – Adult/Reference), at a Grade 8, with the following ratings:

Staff Librarian								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	4	60	7	3	50	13	XXXX	XXXXXX
2	2	30	8	1	5		-	XXXXXX
3	2	25	9	1	5	14A.	-	-
4	3	30	10	1	5	14B.	-	-
5	2	10	11	1	5	14C.	-	-
6	3	60	12	1	5	TOTAL		290
							GRADE	8

Circulation Supervisor

The request for reclassification for Circulation Supervisor was reviewed. After some discussion, Ms. Bowen made a motion and Ms. Ladley seconded. A roll call vote was taken and the members unanimously voted to approve the position of Circulation Supervisor (previously entitled Staff Librarian Circulation), at a Grade 9, with the following ratings:

Circulation Supervisor								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	4	60	7	3	50	13	XXXX	XXXXXX
2	3	45	8	1	5		3	XXXXXX
3	2	25	9	1	5	14A.	1	5
4	3	30	10	1	5	14B.	1	5
5	3	20	11	1	5	14C.	2	10
6	3	60	12	3	15	TOTAL		345
							GRADE	9

Youth Services Supervisor

The request for reclassification for Youth Services Supervisor was reviewed. After some discussion, Ms. Ladley made a motion and Ms. Bowen seconded. A roll call vote was taken and the members unanimously voted to approve the position of Youth Services Supervisor (previously entitled Staff Librarian – Youth), at a Grade 10, with the following ratings:

Youth Services Supervisor								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	4	60	7	3	50	13	XXXX	XXXXXX
2	3	45	8	1	5		3	XXXXXX
3	3	50	9	1	5	14A.	1	5
4	3	30	10	1	5	14B.	1	5
5	3	20	11	1	5	14C.	2	10
6	3	60	12	3	15	TOTAL		370
							GRADE	10

Juneteenth Holiday

The Juneteenth Holiday was discussed. As a new state holiday, Town offices will be closed, however certain collective bargaining units and personnel policies require approval by the Personnel Board to accept this holiday as a paid holiday for staff. After brief discussion, a motion was presented by Ms. Ladley and seconded by Mr. Gardiner to approve Juneteenth as a paid holiday for staff. The members unanimously approved Juneteenth as a paid holiday for Town staff.

The minutes for May 18, 2021 were reviewed. Ms. Ladley made a motion to accept the minutes, seconded by Ms. McElroy. A roll call vote was taken and the minutes were approved, with Mr. Gardiner abstaining.

The next meeting was confirmed for Tuesday, July 13, 2021 at 4:00pm in-person at Yarmouth Town Hall.

A motion was made by Ms. Ladley to adjourn, seconded by Ms. Bowen and the meeting was adjourned at approximately 3:50 p.m.

Respectfully submitted,

Sarah O'Reilly
Director of Human Resources, Town of Yarmouth

SO