

## MINUTES OF WATERWAYS MANAGEMENT COMMISSION MEETING

Tuesday January 26, 2016

A meeting of the Waterways Management Commission was duly scheduled for Tuesday, January 26, 2016 at 4:00 p.m. at Dartmouth Town Hall Room 314. The meeting was called to order by the Chairman, Gerald Hickey. Present were members Roger Race, Joseph Hannon and Gerard Clark. Also present was Mr. Steven Melo, Harbormaster, David Cressman, Melissa Medeiros, Bruce Brooks and John Haran as Waterways Representative to the Dartmouth Finance Committee.

Mr. Hickey reviewed the agenda. Mr. Race moved to accept the agenda. Mr. Hannon seconded. So Moved.

The minutes of the prior meeting of January 14, 2015 were discussed, and approved as printed.

**Deputy Assistant Harbormaster Process:** Mr. Hickey reviewed the entire process for selection and appointment of the Deputy Assistant Harbormaster, back to the initial posting attempt, withdrawal before the June Town Meeting, and selection. The two finalists who were not selected were compared in terms of required qualifications and experience. The appointment term under state law was discussed, as questioned by the appointed candidate. Mr. Hannon read Chapter 102, section 19 to specify that any appointment is for a term of three years only upon the recommendation of the Harbormaster with approval of the Select Board. Re-appointment for additional three year terms is likewise only upon the recommendation of the Harbormaster with Board approval. Mr. Cressman stated that he believes there is no standard or cause needed for non-reappointment of any assistant by the Harbormaster. He mentions an employee at will condition existing after the initial appointment. Mr. Cressman said that Mr. Miller had returned Melissa Medeiros' phone call and left her a message, but she has not been able to call him back again. Mr. Cressman questioned how Mr. Miller would have known about the Board's vote to reduce the rate of pay done during in Executive Session on 1/11/2016. He was reminded of the announcement he made at the open public waterways meeting of 1/14/2016. Mr. Hannon moved that before any re-posting of the Deputy Position takes place, clearly defined parameters must be announced in advance, including an accepted pay scale objectively based on certification and training levels. Mr. Cressman again mentioned that the issue of "up to" \$25 per hour brought this about. Mr. Hickey said it was decided that way due to the amount of money and time it could take to bring a person up to full qualification under the state law. Mr. Melo said that if re-posting was required, he would not be able to participate until well after May 15<sup>th</sup> due to the tasks he is facing with billing, permit issuance, season preparations and all of that without regular assistance. He reminded all that while we are trying to get Mr. Miller on board, he is working without a clerical assistant or routine part time help. If the process of posting, screening, interviewing and hiring were added, then revenue responsibilities for the enterprise fund would need to be deferred. Mr. Cressman again said the "hole" in the process was the rate of pay issue. Any future posting needs to state that pay is based upon level of required training required and that he wants it worked out in advance of any publication. He stated that there would be a Select Board executive session meeting on February 8<sup>th</sup> and that he would like to be provided with a "matrix" of training requirements drawn up in relation to a rate of pay. Mr. Race asked if the Harbormaster could draw up a matrix by that time. Mr. Melo replied he could, but the annual invoices would have to be delayed. Mr. Hickey said no, the revenue must be continued or there would be no employees to serve the boaters. Mr. Melo stated that if there were no further delays, invoices would be mailed out before the last week of February. Mr. Cressman said that the next meeting of the Select Board would be 2/22/2016. Mr. Race volunteered to assist Mr. Melo with the requested matrix and tentatively to meet with the Select Board on that night. He agreed that there was a need in advance to quantify the value of each level of training that is required within 2 years of hiring.

Mr. Hannon moved to specify before any re-posting that the rate of pay should be \$25 per hour for any candidate who meets all the requirements of Chapter 102, section 19A. If we could not secure that understanding, there would be little reason to bother with re-posting. Mr. Hickey called for a vote on Mr. Hannon's motion that the rate of pay should be \$25 per hour for full credentials (under Ch. 102, section 19A), and with a reasonable reduction down therefrom for the actual cost or value of each remaining credential to be obtained. The motion was seconded by Mr. Race, and was unanimously approved.

Mr. Cressman announced that he would need the suggested pay matrix at least 48 hours in advance to get the matter onto the tentatively scheduled Select Board meeting agenda.

**Public Comment:** None.

The meeting was adjourned at 6:15 p.m.