

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

November 13, 2006

**Present:** Norm Perry, Nancy-Alyce Abbott, Maeve Sheehan, Ernie Mendenhall and Maria McFarland

Also present for all or part of the meeting: John Durfee

The meeting opened at 5:30 P.M., Norm Perry, presiding.

**Minutes:** The minutes of the October 16, 2006 meeting were approved with corrections.

**Performance Reviews:** The board reviewed and approved the performance evaluations for Police officers Sean Slavin and Garrison Vieira each with a one step increase. The vote in favor was unanimous.

**Old Business:**

**Compensation Plan:** Maria reported that no responses had been received as of October 31. She followed up with phone calls. All three companies said they were interested and would send in a quote on or about December 4<sup>th</sup>.

**Wage scale revisions:** This matter will be tabled to a later date.

**New Business:**

**FY2008 Wage Adjustment:** Maria presented the members with her research to date on the CPI changes from 2005- 2006 and proposed wage adjustment numbers from other island towns and organizations. After discussion, a motion was made to use 4% as the preliminary wage adjustment number for the purpose of preparing FY 2008 budgets. The motion was seconded and the vote in favor unanimous.

**Administrative**

**The following were reviewed and signed:**

- Board of Assessors: Emergency Hire form for temporary replacement for Pam Thors. A motion was made and seconded to approve a 30-day hire to assist in the Assessors Office. All in favor.
- Board of Assessors: Tammis Sprague completion of probation period. A motion was made and seconded to approve a step increase as requested. All in favor.
- Finance Committee: Job Certification Form for Administrative Assistant
- Library: Job Certification Form for Circulation Assistant
- Police: Job Certification Form for Administrative Assistant

**Correspondence In:** Memo from Jennifer Rand re: COLA

**New Personnel Board Member:** John Durfee was present to talk with the Board about joining the board. After a brief discussion a motion was made to recommend Mr. Durfee to the Selectmen for appointment to the board to fill out the vacancy left by the resignation of Dan Cabot. The motion was seconded and the vote unanimous in favor. Maria will send a letter to the Selectmen.

There being no further business the meeting was adjourned at 6:15 PM.

Respectfully submitted

Maria McFarland  
Administrative Assistant  
APPROVED