

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

June 18, 2007

Present: Norm Perry, Nancy-Alyce Abbott John Durfee, Ernie Mendenhall, and Maeve Sheehan

Also Present for all or part of the meeting: Richard Knabel, Al DiVito, Sharon Estrella, Cindy Mitchell and Chuck Hodgkinson.

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

Minutes: The minutes of the May 14, 2007 meeting were approved as corrected.

Performance Reviews: The board reviewed the evaluation for Jennifer Kelley (police department) and Maria McFarland (Conservation). A motion was made to accept both of the evaluations, each with a one step increase. The motion was seconded and the vote in favor unanimous.

Finance Committee: Members of the Finance Committee were present, at their request, to discuss the Personnel Boards areas of financial responsibility including the wage scale, the classification plan and how step increases are approved.

Al DiVito said the reason they wanted to meet with the board is that 20% of the town budget is salaries. Al said that in his experience in the corporate world, raises were not as high as they are for town employees. John explained to the Fin Comm members that municipal employees do not have the same types of progression programs available to private sector employees. There are no merit raises, bonuses or profit sharing. The board went on to answer questions about how an employee progresses through the 7 steps, when longevity pay begins, and how the annual wage adjustment is calculated.

Al said the Finance Committee would like to be able to agree that the Personnel Board's decision on the annual wage adjustment number is in the best interest of the town. Norm explained the Board's process in arriving at the annual number; that they have been following the same process for many years, and that all the island towns follow the same procedures. It is important to recognize the work the employees do and the difficulty it is in finding and keeping good people. The Finance Committee was reminded that some towns have unions and West Tisbury does not.

The Personnel Board may have new information when the consultant is finished with the current review of the town's compensation plan. Richard asked how frequently the compensation and classification plans are reviewed. The compensation plan is reviewed every 2 years and the classification plan is done every 5 years. It was suggested that the consultant be asked to find out how frequently other towns do their reviews. Ernie suggested that the Fin Comm be given copies of the 2004-2005 compensation and classification report as there are several new members that have been elected to the committee since that report was issued. No action was taken.

Compensation Plan: - Maria will confirm that Nantucket is being included in the compensation study.

New Business

Town Hall Renovation Committee: Chuck was available to answer questions from the board on the job description for an assistant to this committee. The board discussed and graded the job. The job came out at Grade 3 on the wage scale. Chuck said they were hoping to hire someone for approximately 5 hours a week.

Assessors: Cindy Mitchell was present to officially notify the board of Jo-Ann Resendes resignation. She gave the board a rundown on the search for a replacement; where ads have been placed and that they don't know what the salary requirements of a new hire might be. They don't know what type of response to expect. Because of the all the appellate tax board work, the Assessors feel that they need someone with some amount of experience comparable to Jo-Ann's. This is also a revaluation year for the town and the Department of Revenue is now requiring more detail before they will sign off on the assessments because of the Graham case. They may need to advertise for a temporary person or look to enter into a contract with someone as Jo-Ann will be leaving on July 13th. They may have to hire someone on a less than full time basis or on a contract basis. No action was taken.

Administrative

Library: A motion was made by John to approve the hiring of Paula Black for the position of Library Administrative Assistant. The motion was seconded and all were in favor. Paula will move from Grade 2 step 7 to Grade 3 step 6 as that is next higher step on the wage scale. The job certification form for this position was also signed.

The board received copies of the draft email policy prepared by the Selectmen. There were no comments to be forwarded to the Selectmen.

Bills on hand were signed.

There being no further business the meeting was adjourned at 6:55 PM.

Respectfully submitted,

Maria McFarland,
Administrative Assistant
APPROVED