

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

October 18, 2007

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

Also present for all or part of the meeting: Bruce Stone and Sandy Stapczynski, and Carol Arnold of Human Resources Services

The meeting opened at 5:10 P.M., Nancy- Alyce Abbott, presiding.

Minutes: The minutes of the September 10, 2007 meeting were approved.

Performance Reviews: There were no performance evaluations this evening.

At this point in the meeting Norm arrived and took the gavel.

Old Business

Compensation Plan: Sandy Stapczynski and Carol Arnold of Human Resources Services, Inc., were here to present their report entitled "Preliminary Draft Findings For Discussion Purposes Work Meeting with Personnel Board, Compensation Survey and Analysis". Sandy's preliminary recommendations include eliminating step one on each grade and adding one or two steps to each grade, making an adjustment to the wage scale for the town accountant and Executive Secretary positions and revising a couple of position titles. The final report will include stats on longevity, a proposed new salary schedule proposed changes to position titles where applicable and a cost analysis to the town of proposed changes.

Sandy will have the final report to the Board on October 25th. The board will meet on November 5th at 5:30. The regular November meeting scheduled for November 12 is cancelled, as it is Veterans Day. A date will be chosen on November 5th for the consultant to meet with the employees to present the final report.

Administrative

The following were noted and signed:

Library: Job certification form for 2 circulation assistants: Stephen Kleb and Martha Flanders

Correspondence noted: Carryover of vacation time for John Powers (BOH), and Skip Manter (Police)

There being no further business the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Maria McFarland,
Administrative Assistant
APPROVED