

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

November 5, 2007

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

**Also present for part or all of the meeting:** John Powers, Hadden Blair, Skip Manter and Beth Kramer

The meeting opened at 5:30 p.m., Norm Perry presiding.

**Minutes:** The minutes of the October 18, 2007 meeting were approved.

**Performance Reviews:** The board reviewed the evaluations for Paula Black (Library), David Savage (Police Dept), and John Powers (BOH).

**Paula Black:** Beth Kramer brought to the attention of the Board that Paula Black has not had a review in two years and her job description is currently being reviewed by the Library Trustees as she is working in a supervisory capacity. Beth and Paula thought that her job had been changed to Circulation Assistant and advised the Board that that being the case meant she still had a step increase that could be applied (previously she was a Grade 2 Step 7). Her job is now a Grade 3 Step 6. The Board approved a step increase to Grade 3 Step 7.

**David Savage:** Ernie made a motion to move him from a Grade 5 Step 1 to Grade 5 Step 2. Nancy seconded. The motion was approved.

**John Powers:** John Durfee made a motion to approve the evaluation. Nancy seconded. The motion was approved. As he is already at the top step of his grade no increase applies.

**Old Business**

**Compensation Plan:** Nancy noted for the record the lateness of the receipt of the report. Norm noted some specific items in the findings section: regarding number (4) she recommended that a classification study take place, he had already told her that one would be conducted and number (9) this was an observation and was not applicable on Martha's Vineyard as all towns received greater increases. The Final Report was very similar to the Draft Report with some minor changes. Norm also highlighted the report's recommendations that job titles need to be more specific and the need to eliminate Step One and add another Step at the other end of the scale.

The following questions need to be addressed before the report is presented to the town employees:

Does the last page reflect our current pay scale and is the Step Two on that scale our current Step One?

Skip Manter asked if the report could be circulated to the employees prior to the presentation. John explained that this not the usual practice. After discussion the Board agreed that the report would be available to department heads. John commented that Sandy Stapczynski was restrained

by the RFP and the materials we gave her. Maria will try and secure the Public Safety Building for November 19th for the employee presentation, which take place mid-morning.

Norm will contact Sandy regarding the Board's questions and the Board may have a meeting with Bruce Stone, Town Accountant prior to the presentation.

### **New Business**

#### **Hadden Blair**

A letter from Hadden was presented to the Board and explained by him. A conflict has arisen between he and his supervisor Ernie Mendenhall and John Powers. In his letter he explained that when he was hired he told them that he had a personal obligation that would require him to take a specific number of days off per year. They accommodated this request in his first and second years (hire date 08/2005) but when it was reviewed they directed him to use his paid time off before seeking unpaid leave. Hadden stated that this was a change of practice and requested the Board to examine his request under Section 18 of the Personnel By-laws.

Norm explained that this would be precedent setting and that Board will take it under advisement.

#### **Wage Adjustment**

The Board discussed the FY09 Preliminary Wage Adjustment. The CPI figures were not yet available for October. In September it was 2.4%. Department Heads should be advised of this so they can consider it when developing their budgets.

There being no further business the meeting was adjourned at 7:15: PM.

Respectfully submitted,

Maeve Sheehan  
APPROVED