

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

February 13, 2007

**Present:** Norm Perry, John Durfee, Maeve Sheehan, Ernie Mendenhall and Maria McFarland

**Absent:** Nancy-Alyce Abbott

**Also present for all or part of the meeting:** Brian Athearn and Skip Manter

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

**Minutes:** The minutes of the January 8, 2007 meeting were approved.

**Performance Reviews:** Performance Reviews were read and approved for Executive Secretary Jennifer Rand, and Ginny Jones, who works in the Town Clerk's office, each with a one step increase.

After approving these reviews there was a general discussion on the quality of the performance evaluations being conducted. Lately there seems to be a lack of comment, discussion of goals, and professional development, if applicable. Some evaluations just have all "E" or excellent circled with no documentation to support the rating.

**Old Business**

**Compensation Plan:** Norm reported that the Finance Committee signed the Reserve Fund Transfer so that the Board may proceed to hire the consultant for this project. John and Maria reported the results of the reference checks of the consultants under consideration. John motioned to hire Human Resource Services, Inc of Andover, MA to undertake this project. The motion was seconded and the vote in favor unanimous. Maria was instructed to notify the consultants and to arrange for the contract and first meeting with Sandy Stapczynski, the principal of HRS.

**FY2008 Wage adjustment:** The board reviewed the year end CPI numbers for the Boston, Brockton, Nashua sector and the Northeast Urban sector. Maria also presented the board with proposed wage adjustment numbers, to the extent available, from the other island towns and several off- island towns on the Cape and Nantucket. Some numbers, such as the teachers are not available as contract negotiations are still underway. The county did not have numbers available at this time. After a lengthy discussion with comment from Brian and Skip a motion was made and seconded to revise the preliminary wage adjustment number down from 4% to a final number of 3.8% for FY 2008. Ernie abstained from the vote. Motion carried.

After the discussion on the wage adjustment Skip asked the Board to look at ways to recognize long term employees. He suggested the board might want to look at longevity, vacation time and the buy-back of sick days as possible ways to further compensate long term (15-20 years +) employees who reached the top step (7) many years ago.

**New Business**

The Board reviewed and approved the FY2007 Annual Report.

The board reviewed and approved the FY2008 warrant article for the wage adjustment.

**Administrative**

The following correspondence was reviewed, approved or noted as required:

Memo from Howard Curtis re: Beth Kramer (Library)

Vacation Carry over for Kathleen Brady (COA)

Copies of letters from BOS to Officer DeOliviera re Leave (Police)

Letter from Chief Toomey: Sean Slavin vacation credits

There being no further business the meeting was adjourned at 7:00 PM.

Respectfully submitted

Maria McFarland

Administrative Assistant

APPROVED