

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

May 12, 2008

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

**Absent:** John Durfee

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

**Minutes:** A motion was made and seconded to approve the minutes of the April 14<sup>th</sup> meeting. All in favor.

**Performance Reviews:** A motion was made and seconded to accept the performance evaluation for Police Officer Jennifer Kelley with a one step increase. All in favor.

**New Business**

**Employee Evaluation Form** -The Board did a preliminary review of several performance evaluation forms for various towns obtained through MMPA. A subcommittee will meet at 4:30 on May 29<sup>th</sup> to begin reviewing the forms in more detail with an eye to revising the town evaluation form.

**Old Business**

**2008 Classification and Compensation Plan:** The board reviewed and approved the request for quote subject to review by the chief procurement officer.

**Administrative**

**Performance Appraisal Training** – Maria and Ernie will attend the May 29<sup>th</sup> workshop.

**Library:** Job Certification form for 2 season circulation assistants -signed

**Correspondence In:**

Vacation Carry over letters from Conservation, COA and Police

Approval of Request to dispose of records

Thank you note to Assistant ACO Allan Healy

**Correspondence Out:**

Letter to the Records Division records disposal request.

There being no further business the meeting was adjourned at 6:25 PM.

Respectfully submitted,

Maria McFarland  
Administrative Assistant  
APPROVED