

DRAFT

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

June 9, 2008

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

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

Minutes: A motion was made and seconded to approve the minutes of the May 12th meeting. John Durfee abstained. All in favor.

Performance Reviews: A motion was made and seconded to accept the performance evaluation for Jessie Oliver (Highway Department) with a one step increase. All in favor.

New Business

Employee Evaluation Form -The Board discussed the format of several employee evaluations forms from various towns. It was decided that a form of employee self evaluation be circulated to supervisors/department heads for feedback. A cover sheet explaining how the current evaluation form should be filled out will be drafted.

Old Business

2008 Classification and Compensation Plan: At 6:00 PM Norm Perry opened up the following bids:

- Proposal to conduct a classification and compensation study for the Town of West Tisbury June 2008 submitted by Public Sector Personnel Consultants of Tempe, AZ. The project cost estimate was \$21,500 plus \$2,000 per 15 worksite job information interviews.
- Technical Proposal Responses to Town of West Tisbury's Request for Proposals Personnel Classification and Compensation Study June 2008 and Price Proposal Response to Town of West Tisbury's Request for Proposal Personnel Classification and Compensation Study June 2008. The price proposal was \$12,900 excluding travel expenses. By letter dated June 9, 2008 received by email on June 9, 2008 the price proposal was revised to a lump sum fee of \$14,225.00

The first bid exceeds the \$15,000 approved by town meeting. Maria will ask Jen if the Board can accept the letter revising the price proposal for the second bid.

A motion was made and seconded to take the proposals under consideration until the next meeting. All in favor.

Administrative

Nancy-Alyce Abbott – The board accepted with regret the resignation of Nancy-Alyce Abbott.

Police Dept. Job Certification form 3 seasonal officers- signed

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Highway Dept. Job Certification form seasonal highway laborer –signed

Minutes: The board approved sending the minutes of meetings from 1985 to 2005 to Town Bookbindery Inc. for binding in a hardcover book.

Correspondence In: ACO/Thank you note to Allan Healy

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

Respectfully submitted,

Maria McFarland
Administrative Assistant