

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

February 12, 2009

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

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

The meeting opened at 5:30 p.m.,

**Minutes:** A motion was made and seconded to approve the minutes of the January 12th meeting. All in favor.

**Performance Reviews:** A motion was made, seconded and the vote unanimous to accept the following performance evaluations, each with a one step increase:

Ginny Jones (Town Clerk assistant)  
Paula Black (Library)  
Dan Rossi (Police)  
*Simone DeSorcy (Planning Board)*  
*Jen Rand (BOS)*  
*Kathleen Brady (COA)*

**Old Business**

**FY 2010 Wage adjustment:** Ernie reported that he held a meeting with employees to discuss the wage adjustment, but that the number of employees who attended was too small to get an accurate opinion of whether the employees would volunteer to give up a wage adjustment for FY 2010.

The members reviewed the updated spreadsheet on the changes to the CPI through the end of 2009 and data from other island and off island towns. After discussion a motion was made and seconded to recommend a wage adjustment for FY2010 of 3.6%. Maeve and Norm voted yes; Ernie abstained. Motion carried.

**2008 Classification and Compensation Review:** The members discussed the draft Board of Health description and the Police Department descriptions.

**Board of Health:** Norm and Maria met with Dave Merry, Eric Lowe and John Powers on January 22<sup>nd</sup> to discuss the draft of the Health Agent's job description. During this discussion, they reviewed minutes from various personnel board meetings over the years concerning this job description, and how the health agent's role of animal inspector and water systems' operator has evolved over the years. The Board of Health stated that they do not want the Animal Inspector and Water Systems Operator duties separated from the Health Agent's job description. If the Board of Health was looking for a new agent, they would want the successful candidate to either already have the skill set and licenses or the ability to acquire same. Based on this meeting, Maria talked to the consultant and asked them to make the appropriate changes to the job description to update the license section and to include the duties of animal inspector and water systems operator as per the current job description.

**Police Department:** Norm and Maria had a meeting on January 29<sup>th</sup> with Chief Toomey, Mike Farrell and Alan Gould of MRI. ( Mike and Alan were present via conference call.). Based on this meeting the police officer and sergeant descriptions will be edited to incorporate the changes requested by the Chief.

The board also reviewed the draft report again in its entirety. Norm will speak to the consultant about the changes needed to Appendix F to reflect the regrading of the police officer's position. If that conversation is satisfactory, the report will be ready to be accepted by the board.

**Administrative**

A motion was made and seconded to appoint Maeve as Vice Chair of the board. Norm and Ernie voted yes; Maeve abstained. Motion carried.

**Board of Selectmen:** Jen Rand submitted a new job description for a shared Administrative Assistant. The board will review and grade this position at a later meeting. Also, there will be an article on the annual town meeting warrant to change the Town Clerk position from elected to appointed. If this passes at town meeting, the board will need to revise and grade the proposed job description prepared by MRI as it is written for an elected position.

Correspondence In: COA temporary employment notice  
ACO- Thank you not to Joanie Jenkinson

There being no further business the meeting was adjourned at 8:50 PM.

Respectfully submitted,

Maria McFarland  
Administrative Assistant  
APPROVED