

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

April 13, 2009

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

**Also present for all or part of the meeting:** Jennifer Haynes, Richard Knabel, Skip Manter, Dianne Powers, Jennifer Rand and Brian Smith

The meeting opened at 4:30 P.M., Norm Perry, presiding.

**Performance Reviews:**

The following performance evaluations submitted for review were approved; each with a one step increase.

Skip Manter (Police)  
Maria McFarland (Personnel)  
Bruce Stone (accountant)

**Classification Study**

A motion was made to accept the final draft of the classification study prepared by Municipal Resources Inc. dated March 2009. Due to a lack of quorum, the March meet could not be held, so the board did not have a chance to vote to accept the report prior to its presentation to town employees and interested officials on March 26<sup>th</sup>.

A motion was made to accept the report. Richard Knabel objected to the motion because he didn't think Ernie could vote on the matter because he is an employee who would directly benefit from a change in the classification plan and therefore the board did not have a quorum. It was explained that this is a vote to accept the report, not a vote to implement the recommendations in the report or to implement a change in the classification plan. Only the town meeting voters can approve the implementation of a new classification plan. The employee representative always abstains when a matter has a direct financial impact on the employee.

There being no further discussion, the motion was seconded. Norm and Maeve voted to accept the report. Ernie abstained.

Note: The warrant article to implement the classification plan was pulled from the April 13<sup>th</sup> annual town meeting warrant by the Executive Secretary as there was no implementation cost associated with the new plan and the board could not meet to accept the consultant's report prior to town meeting.

**New Members**

After meeting with Brian Smith a motion was made and seconded to recommend the appointment of Brian to the Selectmen to fill the term left vacant by Nancy Abbott. All in favor.

After meeting with Jennifer Haynes a motion was made and seconded to recommend the appointment of Jennifer to the Selectmen to fill the term left vacant by John Durfee. All in favor.

A third candidate will be meeting with the members on May 11<sup>th</sup> to discuss serving on the board to fill out the term being vacated by Maeve. Maeve agreed to serve until her successor was appointed by the Selectmen.

Police Department: Jennifer Kelly has requested a leave of absence. After discussion, a motion was made and seconded to approve the leave which has the support of Chief Toomey.

**Administrative:**

The following were signed:

Library – Emergency Employment Notice/ Laura Coit/Head of Circulation

Library – Temporary Employment Notice/ Laura Coit/ Circulation Assistant

Police – Leave of Absence approval/ Jennifer Kelley

COA- Emergency Employment Notices/Charlene Barbosa and Helene W. Barr

**Correspondence In**

Boards of Assessors- approval of vacation time carry over for Tammi Sprague.

Library - Vacation Carry over/Nelia Decker

BOS- Vacation Carry over/ Jennifer Rand

Personnel – Resignation letter from Maeve Sheehan

There being no further business the meeting was adjourned at 5:45 PM.

Respectfully submitted,

Maria McFarland  
Administrative Assistant  
APPROVED