

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

May 11, 2009

**Present:** Norm Perry, Jennifer Haynes, Ernie Mendenhall, Maeve Sheehan, Brian Smith and Maria McFarland

**Also present for all or part of the meeting:** Margot Parrot, Dianne Powers and Jennifer Rand

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

**New Member:** A motion was made, seconded and unanimously approved to move the new member interview with Margot Parrot to the top of the agenda. After the interview Norm asked for questions. There were none. After discussion, a motion was made and seconded to recommend Margot to the Board of Selectmen for appointment to the Board to fulfill the term to be vacated by Maeve Sheehan. All in favor.

**Performance Reviews:**

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

Joyce Bowker (COA)  
Nelia Decker (Library)  
Dan Gouldrup (Police)  
Pam Thors (Assessors)

After the vote, Brian suggested that the evaluation form be revised to include a section asking if the employee met goals set for the prior year. All agreed it was a good idea. Maria will revise the evaluation form to include this.

**Old Business**

COA Director – Job Description Review was postponed to June 8<sup>th</sup> at Joyce’s request.

**Administrative:**

**Resignation:** The board accepted Maeve’s letter of resignation with regret and thanked her for agreeing to stay on until her successor was appointed.

Police: A leave of absence was approved for Leo De Oliveira.

**Agenda:** Dianne Powers suggested that the agenda should always have an Executive Session listed in case something comes up that can only be discussed in executive session. Maria will make this change.

**The following were signed:**

Police - Step increase form for Skip Manter  
Library - 2 Job Certification Forms/ Summer Hires

Library - Job Certification Form/Temporary Hire  
Town Clerk -Temporary Employment Notice/Prudy Whiting

**Correspondence In:**

Conservation Commission – Vacation Carry over  
Library – Revised vacation carry over letter/Nelia Decker

There being no further business the meeting was adjourned at 6:55 PM.

Respectfully submitted,

Maria McFarland  
Administrative Assistant  
APPROVED