

WEST TISBURY PERSONNEL BOARD

MINUTES

MARCH 14, 2011

Present: Norm Perry, Chair, Jennifer Haynes, Vice Chair, Ernie Mendenhall, Margot Parrot, Brian Smith and Maria McFarland

The Meeting opened at 5:37 P.M., Norm Perry presiding.

Minutes: The minutes of the February 14, 2011 meeting were approved as corrected.

Performance Reviews: A motion was made and seconded to accept the performance evaluation for Maria McFarland (PB) with a one step increase. All in favor. Ernie abstained.

The performance evaluation for Jennifer Rand, the town administrator was reviewed and discussed at length. Based on the comments in the review the members questioned why a step increase was recommended for this employee.

The comments in this evaluation indicate a misunderstanding of the evolution of the job description this position from 1998 to 2010.

The members reviewed the 2004 and 2010 job descriptions and discussed the changes in education that were recommended by the consultant during the 2004 reclassification project and which were approved at that time.

The members also reviewed the state statute governing this position M.G. L. Chapter 40 Section 23A which uses the titles interchangeably. The change in the position title from Executive Secretary to Town Administrator does not mean that additional responsibilities have recently been added to this position. The terms are used interchangeably in the statute. Over the years, consultants have consistently told the Board that the term Executive Secretary is antiquated. In 2009, the title was changed, but the duties were not.

Section 23A. A town may by vote or by-law authorize and empower the selectmen to appoint an executive secretary or town administrator who may be appointed by them for a term of one or three years and to remove him at their discretion. An executive secretary or town administrator appointed under the provisions of this section shall be sworn to the faithful performance of his duties. During the time that he holds office he shall hold no elective town office, but he may be appointed by the selectmen or, with their approval, by any other town officer, board, committee or commission, to any other town office or position consistent with his office. He shall receive such aggregate compensation, not exceeding the amount appropriated therefor, as the selectmen may determine. He shall act by and for the selectmen in any matter which they may assign to him relating to the administration of the affairs of the town or of any town office or department under their supervision and control, or, with the approval of the selectmen, may perform such other duties as may be requested of him by any other town officer, board, committee or commission.

The comments in the evaluation also indicate that there is a lack of communication between the Board of Selectmen and the staff person surrounding expectations of job performance and /or interpretation of the job description.

After discussion, a motion was made and seconded to accept this performance evaluation with a one step increase. All in favor. Ernie abstained from the vote.

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

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED