

**TOWN OF WEST TISBURY  
PERSONNEL BOARD  
JOB CERTIFICATION FORM---9-29-2020**

JOB TITLE: \_\_\_\_\_Data Collector/Assistant Assessor

JOB CLASSIFICATION: \_\_\_\_\_Grade 4

JOB ADVERTISED/POSTED  
(LIST DATES AND PLACES)  
**(Attach copy of ad):**

\_\_\_\_\_07/07/20 to present

APPLICATIONS RECEIVED: \_\_\_\_\_Cindy Noyes Sherman, Edgartown  
(Attach originals)

\_\_\_\_\_Anne Potvin, Oak Bluffs

\_\_\_\_\_Alycelee Pigman, Tisbury

\_\_\_\_\_Anthony Terlizzo, Tisbury

APPLICANT SELECTED:

\_\_\_\_\_Cindy Noyes Sherman

**DOCUMENTATION OF REFERENCE CHECKS:**  
(List references that were contacted)

\_\_\_\_\_Allfour on application

\_\_\_\_\_  
\_\_\_\_\_

**Official Start Date** \_\_\_\_\_Like to offer 11/2/2020

\*\*If this date changes contact the PB

STARTING SALARY: GRADE \_\_4\_\_ STEP \_\_3\_\_ RATE \_\$27.39 (BOA requested)

With the opportunity, after the probation period and a positive performance review, an increase to Step 4. As the employee continues she will have a performance review on her yearly anniversary as per by-law 7-5.

APPROVED:

\_\_\_\_\_  
CHAIR, PERSONNEL BOARD/DATE



**Town of West Tisbury**  
BOARD OF ASSESSORS  
P. O. Box 278  
West Tisbury, MA 02575  
508-696-0101

September 29, 2020

Personnel Board  
Ben Retmier  
Leon Brathwaite  
Rachel Rooney  
Diane Powers

RE: Assistant Assessor/Data Collector hire

Dear Board Members,

The Board of Assessors has voted to allow me to petition the Personnel Board pursuant to by-law 7-4 "starting rates for new appointments".

After meeting with Personnel, August 10, 2020, during the initial posting of our office vacancy the applicant offered the job declined based on the offered starting pay Step 3 \$27.39. As the Board was informed the applicant held municipal government experience including building knowledge that would have been an asset for our department. Due to a monetary difference of approximately \$8,000 annually the position remains vacant.

After the declined offer and re-advertisement of the position there have been an additional four interviews with varying skill levels. The candidate that has been chosen will have 20 years of municipal government as of 2021, with 11 years of that experience in the assessing department.

I am requesting compensation for this hire to start at Grade 4 Step 3 (\$27.39 hourly) with permission to perform an employee evaluation at 6 months. Provided a positive evaluation of performance is conducted I seek permission to adjust to Step 4 (\$28.76 hourly). As the employment continues they will have a performance review on their yearly anniversary as per by-law 7-5.

As we have discussed in the past, the Assessor's department creates the taxes that generate \$17.7 million dollars of the \$21.1 million (83.7%) needed to operate the town's annual budget. It is imperative to compensate employee individuals with skill in this field to assure fair and equitable distribution of that tax burden has been executed to the letter of the law.

Thank you for your consideration in this matter. I hope the Personnel Board will grant our request and assist the department to move forward fully staffed into tax billing season.

Sincerely,

Dawn Barnes, Principal Assessor, MAA  
Board of Assessors