WEST TISBURY PERSONNEL BOARD

MINUTES

August 10, 2020

**Present**: Leon Brathwaite: Dianne Powers, Ben Retmier, and Rachel Rooney

**Staff Present**: Maria McFarland

Also present for all or part of the meeting: Dawn Barnes, Michael Colaneri, and Tammis Sprague

The meeting was called to order via Zoom video conferencing at 5:20PM.

Minutes: A motion was made and seconded to approve the minutes of the June 8 meeting. Roll Call Vote: Brathwaite – aye, Retmier-aye, and Rooney–aye. Powers abstained.

**Performance Reviews:** The following performance evaluations were reviewed and approved with step increases as recommended by the Department Head. Officers DeOliveira and Manter are at the top step on their grades. Roll Call Vote: Brathwaite – abstain, Retmier-aye, and Rooney–aye.

Joan Chavez (Assistant Treasurer/Collector)

Leo DeOliveira (Police)

Heidi Dietterich (CPA)

Bethany Hammond (COA)

Skip Manter (Police)

Pam Thors (ZBA)

**New Business: Assistant Assessor/Data Collector/ New Hire:** Dawn, Michael, and Tammis were present to request hiring a replacement for Tammis at Grade 4 step 5. The written request dated August 10 was noted for the record.

The Assessing department received two applications for this position. Dawn told the board that the selected candidate interviewed strongly and had good references.

Diane acknowledged that the bottom 3 steps are on the low side, but that she was not comfortable starting someone at step 5 without a probationary period. Dianne felt that it would be appropriate to offer the position at step 3 with the potential for an increase to step 4 or 5 after a successful review upon completion of the probationary period.

Dawn said she would be unable to train this person to do the fieldwork because she has not done fieldwork in 15 years and now only does it for appeals. The candidate has two years of municipal experience as the office administrator in the building department of an island town and previously worked for a building contractor on island.

Ben said that if the person starts at step 3 any increase after the probationary period would have to be based on a “good and I mean very good” performance evaluation with “nothing wrong”.

Dianne said she would not object to going to step 5 after the probationary period but did not like the idea of starting there even though the person had good references but has not actually worked for the town yet.

Members discussed whether they would entertain a request for a 2-step increase after the probationary period. Ben noted it was only a conversation and not a guarantee.

Leon made a motion, seconded by Rachel to grant permission to the Assessors to offer the position to the candidate of their choice at step 3 with the understanding that it go to step 5 if everything is [inaudible ] across the board. Roll call vote: Brathwaite – aye, Powers – aye, Retmier – aye, and Rooney – aye.

**Administrative:**

**The following Job Certifications were signed:**

Job Certification Forms (2) additional parking lot attendants for LCB

**Documents noted for the record:**

Approval of vacation carry over for the following:

* Assistant Treasurer Collector
* Council on Aging Director
* Highway Department Foreman
* Police Department
* Zoning Board of Appeals

There being no new business to discuss, the meeting was adjourned at 5:45PM.

Respectfully Submitted,

Maria McFarland

Board Administrator