

WEST TISBURY PERSONNEL BOARD  
DRAFT MINUTES  
September 14, 2020

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

**Absent:** Leon Brathwaite

**Staff Present:** Maria McFarland

Present for all or part of the meeting: Skip Manter

Ben called the meeting to order via Zoom video conferencing at 5:11PM

**Performance Evaluations:**

A motion was made and seconded to approve the following performance evaluations with one-step increases for Jesse Oliver and Kevin Hatt. Roll Call Vote: Ben Retmier – aye, Dianne Powers- aye, and Rachel Rooney – aye

Dawn Barnes (Assessors)  
Kevin Hatt (Highway)  
Jesse Oliver (Highway)  
Tammi Sprague (Assessors-retired on 9/11/2020)

**Fall Town Meeting/ Warrant Articles:** A motion was made and seconded to approve the final wording of the warrant articles for the October 6 meeting detailed below. Roll Call Vote: Ben Retmier –aye and Dianne Powers – aye. Rachel abstained

**ARTICLE 2:** To see if the Town will vote to amend the Personnel By-law at Section 27.3 (Pay Schedule Year Round) and Section 27.4 (Seasonal Pay Schedule) to reflect a wage adjustment of 2.7% effective retroactively to July 1, 2020 and further to Raise and Appropriate the sum of \$80,000 to cover the cost of these adjustments

**Classification and Compensation**

**ARTICLE 5:** To see if the Town will vote to amend the Personnel Bylaw at Section 27.1 to make the following changes to the Year Round Town Classification Plan; and further to Raise and Appropriate the Sum of Fifty-Nine Thousand Four Hundred and Four Dollars (\$59,404) to fund the following revisions to the Year Round Classification Plan to be retroactive to July 1, 2020. The amended text appears in **Bold:**

27.0 Classification and Compensation Plans (To be effective July 1, 2020)

27.1 Year Round Classification Plan

GRADE 1	<del>Circulation Assistant</del> <b>Substitute Circulation Assistant</b> Custodian Kitchen Manager
GRADE 2	Administrative Clerk (Board of Health and <del>Council on Aging</del> ) Building Maintenance Worker <b>Circulation Assistant</b> <b>Substitute Circulation Assistant</b>
GRADE 3	Administrative Assistant I (Board of Selectmen and Council on Aging, <del>Community Preservation Commission and Affordable Housing Committee</del> ) Assistant Animal Control Officer <del>Programming Coordinator/Administrative Assistant (4/12/16)</del> Highway Department Laborer Shellfish Agent
GRADE 4	Associate Assessor/Data Collector

	Assistant Librarian/Children's Librarian/Youth Librarian <del>Assistant Council on Aging Director</del> Executive Assistant Outreach Coordinator <del>Animal Control Officer</del> <b>Programming Coordinator</b> Reference and Technology Librarian Cemetery Superintendent
GRADE 5	<b>Administrative Assistant II to the CPC Committee</b> <b>Animal Control Officer</b> Head of Circulation/Assistant Library Director Highway Department Foreman <del>Assistant Treasurer/Collector</del>
GRADE 6	<del>Board Administrator</del> Local Building Inspector Patrol Officer Assistant Board of Health Agent <b>Assistant Director/Council on Aging</b> <b>Administrative Assistant III to the Affordable Housing Committee</b>
GRADE 7	<del>Assistant Treasurer/Collector</del> <del>Conservation Commission Board Administrator</del> <del>Parks &amp; Recreation Board Administrator</del> <del>Personnel Board Administrator</del> <del>Planning Board Administrator</del> <del>Zoning Board of Appeals Administrator</del> <del>Council on Aging Director</del> <del>Health Agent</del> <del>Library Director</del>
GRADE 8	<b>Council on Aging Director</b> <b>Health Agent</b> Inspector of Buildings/Zoning Enforcement Officer <b>Library Director</b> Police Sergeant <del>Town Accountant</del> <del>Principal Assessor</del>
GRADE 9	Police Lieutenant Treasurer/Collector <b>Town Accountant/Finance Director</b> <b>Principal Assessor</b> <b>Highway Superintendent</b> (New position as of July 1, 2020)
GRADE 10	Town Administrator
GRADE 11	None

**Administrative:**

Members No update on possible new members.

There being no new business to discuss, the meeting was adjourned at 5 20 PM.

Respectfully Submitted,

Maria McFarland  
Board Administrator