

WEST TISBURY PERSONNEL BOARD  
MINUTES  
May 18, 2020

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

**Absent:** Norm Perry

**Also present for all or part of the meeting:** Skip Manter and Jen Rand

The meeting was called to order via Zoom video conferencing at 4:01PM.

**Minutes:** Dianne made a motion seconded by Rachel to approve the minutes of the May 11 meeting as written. Roll Call Vote: Brathwaite – abstain, Powers–aye, Retmier-aye, and Rooney–aye.

**Old Business:**

Vacation Carryover during COVID-19 Pandemic: At the May 11 meeting, the board voted to amend the wording of Section 12-3 to allow vacation time to be carried over for up to one additional year from a person’s anniversary date. This would be in effect until June 30, 2022.

Members discussed a suggestion made by Leon to add a subsection to 12-3 that could later be deleted rather than amend the current language. Because it is uncertain whether there will be a town meeting on June 23, the board also discussed adopting a temporary policy to implement this change.

Leon made a motion, seconded by Rachel to adopt a temporary policy that employees are allowed to carry over up to 24 months of vacation time to expire no later than June 30, 2022 rather than amend the language in Section 12-3 of the Personnel Bylaw. Roll call vote: Roll Call Vote: Brathwaite – aye, Powers–aye, Retmier-aye, and Rooney–aye.

Seasonal Wage Scale Warrant Article: The current warrant article is a two-part article that adjusts Grade 1 step 1 to match the Massachusetts minimum wage of \$12.75 that went into effect on January 1, and to adjust the entire seasonal wage scale by 2.7%. Because the board has decided not to pursue a wage adjustment for FY2021, this article needs to be amended. Maria said Bruce will generate a new seasonal wage scale to be included in the warrant article.

A motion was made and seconded to amend the warrant article accordingly. Roll Call Vote: Brathwaite – abstain, Powers–aye, Retmier-aye, and Rooney–aye.

**New Business:**

Job Descriptions: Members reviewed and graded new job descriptions for an Assistant Board of Health Agent and Cemetery Superintendent. Jen was present to answer questions on the Cemetery Superintendent position.

Based on a job description rating of 230 points, a motion was made by Leon and seconded by Dianne to place the Cemetery Superintendent position on Grade 4 of the Year Round Classification Plan.

Roll Call Vote: Brathwaite – aye, Powers–aye, Retmier-aye, and Rooney–aye.

Based on a job description rating of 283 points, a motion was made by Leon and seconded by Dianne to place the Assistant Board of Health Agent position on Grade 6 of the Year Round Classification Plan and to submit a warrant article for this for the June 23 Town Meeting. .

Roll Call Vote: Brathwaite – aye, Powers–aye, Retmier-aye, and Rooney–aye.

**Administrative:**

Reopening Plan: Maria updated the board on the town hall reopening plan. The Governor’s phased plan was released today. Employees will continue to work from home to the extent possible while office spaces are reconfigured as required to gain as much separation as possible. Town Hall will remain closed to the public until the state plan allows offices to be open to the public. This may happen in phase 2 of the state plan. Regardless, the town hall will not open to the public or have all staff in the building until changes to the town hall are in place. Employees who are coming into the building are required to follow a staggered shift schedule identified in the plan.

The meeting was adjourned at 5:15 PM.

Respectfully Submitted,

Maria McFarland  
Board Administrator