



Town of West Tisbury Police Department

on
The Island of Martha's Vineyard
West Tisbury, Massachusetts 02575
508-693-0020

Matthew L. Mincone
Chief of Police

To: West Tisbury Personnel Board

From: Matthew L. Mincone, Chief of Police

Re: Probationary Period (Lieutenant)

Date: 02/01/2023

Dear Board Members,

Per By-Law 5-4 (Probationary Period) I am advising that Lieutenant Matthew Gebo's performance has met the standards to be retained at the position of Lieutenant. His six month probationary period began on August 1, 2022 and was reviewed as completed on February 1, 2023.

Sincerely,

Matthew L. Mincone
Chief of Police



TOWN OF WEST TISBURY
PERSONNEL BOARD

P.O. BOX 278
WEST TISBURY, MA 02575
508-696-6404
personnel@town.west-tisbury.ma.us

STEP INCREASE ON GRADE

NAME OF EMPLOYEE: Lyn Neilley
DEPARTMENT: Library
GRADE: Grade 2
PRESENT STEP: Step 5
PROPOSED STEP: Step 6
DATE OF INCREASE: 02/07/2023


DEPARTMENT HEAD SIGNATURE

DATE: 2/7/2023

PERSONNEL BOARD APPROVAL

SIGNATURE: _____

DATE: _____



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PERSONNEL BOARD

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STEP INCREASE ON GRADE

NAME OF EMPLOYEE: Nikolaj Wojtkielo

DEPARTMENT: *Police Department*

GRADE: 6

PRESENT STEP: 7

PROPOSED STEP: 8

DATE OF INCREASE: *02/01/2023*

DEPARTMENT HEAD SIGNATURE

DATE: 02/09/2023

PERSONNEL BOARD APPROVAL

SIGNATURE: _____

DATE: _____

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

JOB CERTIFICATION FORM

JOB TITLE: Circulation Assistant Substitute

JOB CLASSIFICATION: Circulation Assistant Substitute, Grade 2

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

MV Times Dec. 7th-22nd 2022

Vineyard Gazette Dec. 7th-22nd 2022

APPLICATIONS RECEIVED: Isadore Brillard, Lydia Fischer, Casey Mazar-Kelly, Anne McDonough, Polly Simpkins, Lenora Wilcox, Clarie Ganz, Willoughby Smith, Thorpe Karabees

(Attach originals)

APPLICANTs SELECTED:

① Isadore Brillard, ② Caroline Drogin, Lydia Fischer, ③ Casey Mazar-Kelly, ④ Anne McDonough, Polly Simpkins, ⑤ ⑥

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

Lyn Neilley, Amy Ryan, Mikaela Lawson, Mary Boyd, Dalila Bennett, Chloe Nelson, Meg Athearn

Official Start Date of Hire: 1/25/2023

STARTING SALARY: GRADE 2 STEP 1 RATE 21.99

APPROVED:

CHAIR, PERSONNEL BOARD/DATE



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508-693-0020

Matthew L. Mincone
Chief of Police

To: West Tisbury Personnel Board
From: Matthew L. Mincone, Chief of Police
Re: Vacation Hold Over/Det. Nikolaj Wojtkielo
Date: 02/06/2023

Dear Board Members,

Per By-Law 11-3 (Vacation Time) I'm authorizing Nikolaj Wojtkielo, member of the Police Department, to hold over 120 hours of accrued vacation time.

His Anniversary Date was now- 02/01/2023

Sincerely,

Matthew L. Mincone
Chief of Police