

WEST TISBURY PERSONNEL BOARD  
MINUTES  
June 13, 2022

**Present:** Leon Brathwaite, Janice Haynes, James Klingensmith, Hunter Moorman, and Brian Smith  
Also Present for all or part of the meeting: Skipper Manter, Larry Schubert, and Pam Thors  
**Staff Present:** Maria McFarland

Leon called the meeting to order via Zoom video conferencing at 5:04 PM.

**Minutes:** The minutes of the February 14, 2022 were approved as written. Roll Call Vote: Brathwaite – aye, Klingensmith -aye, Haynes-aye, Moorman – aye and Smith -aye. There were no meetings in March or April.

**Performance Evaluations:** A motion was made and seconded to accept the following evaluations with a one-step increases as approved by the Department Head.

**Library staff:** Elliott Bennet, Margaret D'Angelo, Dee Leopold, Emily Milstein, Ginger Norton and Alexandra Pratt, and Pam Thors ( ZBA)

**Returning Summer Staff** Parking Lot Attendants: Quinn Cathay top step, Tegan Gale and Emmett Silva and Sicker Sellers: Michael Tinus

Roll Call Vote: Brathwaite-aye, Haynes-aye, Klingensmith-aye, Moorman – aye and Smith – aye.

**Town Hall Staff:** Janice Haynes ( Select Board):(A motion was made and seconded to accept the performance evaluation for Janice Haynes with a one-step increase. Janice recused herself from this vote. Roll Call Vote: Brathwaite – aye, Klingensmith, Moorman – aye and Smith -aye.

**New Business:**

Zoning Board of Appeals/ Request for approval of offer at higher starting step: Larry Shubert presented the ZBA's request. After the discussion, a motion was made and seconded to approve the request to start the new ZBA Board Administrator at Grade 7 step 3. Roll Call Vote: Brathwaite – aye, Klingensmith - aye, Haynes-aye, Moorman – aye and Smith -aye.

**Bylaw revision Section 12-4 Vacation Benefits upon termination/ Attorney General's Fair Labor Division Advisory 99/1:** Leon brought this advisory to the board for discussion. A motion was made and seconded to ask the Select Board for access to Town Counsel regarding revising the wording of Section 12-4 to comply with this advisory. Any revision will require approval by Town Meeting. Roll Call Vote: Brathwaite-aye, Haynes-aye, Moorman – aye and Smith – aye. Klingensmith-nay. Motion carried.

**Old Business:**

**Job Certification Form: COA/Administrative Assistant:** At the request of the Council on Aging, this matter was tabled to the next meeting.

**Administrative:**

**Change of meeting start time;** After discussion it was determined that the second Monday of the month a 5 PM remains the best time for board meetings.

**Documents noted for the record**

Change of Status (2) Police

**Documents to be signed:**

Job Certification Form: Zoning Board of Appeals

- Job Certification Forms: Police/ 1 new position; 3 exiting officers; going to full time
- Job Certification Forms/ Summer Staff (12)
- Job Certification Form/ Library Staff ( 1)

**Documents noted for the record:** Vacation carry-over approval Albertini

There being no old business to discuss, the meeting adjourned at 5:49 PM.

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED  
JULY 11, 2022