

WEST TISBURY PERSONNEL BOARD
MINUTES
January 11, 2021

Present: Leon Brathwaite James Klingensmith, Ben Retmier, Rachel Rooney, and Brian Smith

Staff Present: Maria McFarland

Present for all or part of the meeting: Michael Colaneri, Skip Manter and Hunter Moorman

Ben called the meeting to order via Zoom video conferencing at 5:01PM.

Minutes: The minutes of the December 14., 2020 meeting were approved as written. Roll Call Vote: Leon Brathwaite-aye, James Klingensmith-aye, Ben Retmier-aye, and Rachel Rooney-aye. Brian Smith abstained.

Performance Evaluations: A motion was made by Leon and seconded by Rachel to approve the performance evaluations for the Olivia Gately (Library) and Maria McFarland (Personnel) each with a one-step increase. Roll Call Vote: Leon Brathwaite--aye, James Klingensmith–aye, Ben Retmier-aye, and Rachel Rooney -aye. Brian Smith abstained.

New Business:

Parks & Recreation: The Park and Recreation committee would like to make a minor revision to the parking lot attendant job description to add the following essential function, “Informs the public of Lambert’s Cove beach and dog policies.” James suggested adding the wording from Peggy Stone’s email dated January 5 that reads, “Informs the public of Lambert’s Cove beach and dog policies in order to encourage good behavior of dogs and owners.” A motion was made and seconded to approve the requested change as amended. Roll Call Vote: Leon Brathwaite-aye, James Klingensmith–aye, Ben Retmier-aye, and Rachel Rooney-aye. Brian Smith abstained. It was suggested that if it is not already done, a flyer with the rules for the beach could be handed out with beach stickers. Maria will check with Peggy.

2020 Annual Report: A motion was made by Rachel and seconded by Leon to approve the 2020 Annual Report with one revision to identify the pandemic as COVID-19. Roll Call Vote: Leon Brathwaite-aye, James Klingensmith – aye, Ben Retmier, and Rachel Rooney -aye. Brian Smith abstained.

Warrant articles: Members reviewed the warrant article submission sheets for the following articles for the 2021 annual town meeting.

Seasonal wage scale/minimum wage: Effective January 1, 2021 minimum wage rose to \$13.50.

Maria offered three ways to amend this wage scale. One is to leave the seasonal wage scale as is, and if any library pages are hired this season, start them at Grade 1 step 2.

The second is to adjust Grade 1 step 1 to \$13.50 retroactive to January 1, 2021 with steps 2-4 adjusted accordingly. [The change to \$13.50 has to be retroactive to January 1. The wage adjustment is effective July 1, 2021. The wage adjustment would be added under the second warrant article.]

A third way would be to write a warrant article that addresses the increases in the minimum wage for Grade 1 step 1 according to the following schedule with the remaining steps and grades adjusting accordingly.

January 1, 2021 \$13.50
January 1, 2022 \$14.25
January 1, 2023 \$15.00

After a lengthy discussion examining possible scenarios, a motion was made and seconded to amend the seasonal wage scale to increase grade 1 step 1 to \$13.50 as of January 1, 2021. This warrant article will go first and adjust the Grade 1 step 1 to \$13.50 retroactive to January 1, 2020. The second article will then add 1.8% to the entire

scale. Roll Call Vote: Roll Call Vote: Leon Brathwaite- aye, Ben Retmier- aye, Rachel Rooney--aye, and James Klingensmith--nay. Brian Smith abstained. Motion carried.

FY2022 wage adjustment: A motion was made by James and seconded by Leon to approve the warrant article recommending a 1.8% increase to the Year-Round and Seasonal Pay Scales. Roll Call Vote: Leon Brathwaite-aye, James Klingensmith--aye, and Ben Retmier-aye. Rachel Rooney recused herself on this vote. Brian Smith abstained.

Juneteenth Independence Day: Juneteenth became a legal holiday in the Commonwealth of Massachusetts to be observed on the Sunday closest to June 19. In 2021, June 19 is a Saturday and in 2022, the holiday falls on a Sunday. Under the West Tisbury Personnel Bylaw, for holidays that fall on a Saturday employees that do not work on Saturdays have Friday off. The library would be closed on Saturday. When a holiday falls on Sunday, municipal buildings are closed on Monday. This holiday will be added to the list of legal holiday set out in Section 11-2 (Recognized Holidays).

A motion was made by James and seconded by Leon to amend the Personnel Bylaw at Section 11-2 to include Juneteenth Independence Day as a holiday recognized by the Commonwealth of Massachusetts as a legal holiday. Roll Call Vote: Leon Brathwaite-aye, James Klingensmith--aye, Ben Retmier-aye. Rachel Rooney recused herself. Brian Smith abstained.

Anniversary Date/ Sip Manter: Skip would like the board to determine what his anniversary date is for purposes of determining what date he chooses to retire. This will be tabled to the next meeting so that Maria can review Skip's employee files. No action was taken.

Administrative:

New Member Interviews: Members met with Hunter Moorman for appointment to the board. Mr. Moorman has lived in West Tisbury since 2012. Prior to moving to the Vineyard, he lived in Washington DC where he worked for the federal Department of Education as a research program manager and has worked on educational issues at the federal level and for non-profits. He was the chair of the West Tisbury Library Foundation during the renovation and expansion of the library. He has been on the board of Polly Hill Arboretum and the Martha's Vineyard Non-Profit Collaborative. James said he would be an asset to the board. Hunter will fill the seat left vacant by Ben's pending resignation.

Members also met with Michael Colaneri about his interest in sitting on the board. During the conversation with Michael, Skipper asked if elected officials could serve. A check of Section 1-4 confirmed that Michael is not eligible to serve because he is an elected member of the Board of Assessors. The board thanked Michael for his offer to serve and apologized for not remembering this prohibition.

A motion was made by James seconded by Leon to recommend Hunter Moorman to the Board of Selectmen t for appointment to the Personnel Board to replace Ben Retmier. Roll Call Vote: Leon Brathwaite--aye James Klingensmith--aye, Ben Retmier-aye, Rachel Rooney -- aye. Brian Smith abstained.

Documents noted for the record:

Vacation Carry over approvals: Gately and Gebo

There being no new business to discuss, the meeting adjourned at 6:15PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED
FEBRUARY 8, 2021