

WEST TISBURY PERSONNEL BOARD  
MINUTES  
October 5, 2020

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

**Absent:** Ben Retmier

**Staff Present:** Maria McFarland

**Present for all or part of the meeting:** Dawn Barnes

Leon called the meeting to order via Zoom video conferencing at 5:02PM

**Minutes:** The minutes of the September 14 meeting were approved as written.

Roll Call Vote: Dianne Powers- aye, and Rachel Rooney – aye. Leon Brathwaite- abstained.

**Performance Evaluations:**

Dianne made a motion seconded by Rachel to approve the evaluation for Laura Coit (Library) who is at the top step. Roll Call Vote: Leon Brathwaite- aye, Dianne Powers- aye, and Rachel Rooney – aye.

Dianne made a motion seconded by Rachel to approve the placement on the classification plan and performance evaluation with a one-step increase for Omar Johnson (BOH) pending the completion of certain comment sections in the evaluation, and based on the results of the Town Meeting to be held on October 6. Roll Call Vote: Leon Brathwaite, aye, Dianne Powers- aye, and Rachel Rooney – aye.

Dianne made a motion and seconded by Rachel to approve the placement on the classification plan and performance elevation for with a one-step increase for Jane Rossi (Planning) based on the results of the Town Meeting to be held on October 6. Roll Call Vote: Leon Brathwaite, aye, Dianne Powers- aye, and Rachel Rooney – aye.

The evaluation for Rachel Rooney (Library) was tabled to the next meeting.

**Assessors/ New Hire:** Members review a letter from Dawn Barnes requesting a starting hourly rate a Grade 4, Step 3 with a one-step increase upon the completion of the six-month probationary period. The candidate the Assessors would like to hire has eleven years of experience as an administrative assistant in a municipal assessing department and 20 years of municipal experience.

Dawn explained that this is the same offer the Personnel Board agreed to for the first candidate who did not take the position.

Dianne explained that there was a misunderstanding at the meeting where the previous hire was offered the position at step 3 with an increase after the probationary period. She noted that in one year the person would be at step 5 if another step increase were granted at the one-year anniversary.

Leon disagreed that it was a misunderstanding.

Dianne continued that the Board did not adhere to the provision of Section 7-4 in approving the previous request. She read Section 7-4 for the record.

*Section 7-4 Starting Rates for New Appointments. Persons appointed to positions shall be paid at the minimum wage rate, except that, however, the Appointing Authority may recommend compensation at a higher rate on the basis of exceptional qualifications or a lack of qualified applicants available at the minimum rate. Such a request shall be made to the Personnel Board in writing by the Appointing Authority at the time of employment **or** at the expiration of the probationary period. The Personnel Board shall approve or disapprove the request.*

While the board can decide to approve the request, it would set a precedent contrary to past practice.

Dawn explained why she was concerned about losing a second candidate because of a starting rate.

Leon commented that this candidate has more years of relevant municipal experience to justify a higher starting step than the first candidate did.

In order to not to be in conflict with the Bylaw, Leon recommended that the position be offered to this person at Grade 4, Step 4 with no increase at the end of the probationary period.

After further discussion, Rachel made a motion, seconded by Dianne to allow the Assessing Department to offer the data collection position to their candidate of choice at Grade 4 step 4. Roll Call Vote: Leon Brathwaite, aye, Dianne Powers- aye, and Rachel Rooney – aye.

Dawn will revise the paperwork accordingly.

**Fall Town Meeting/ Warrant Articles:** Leon and Maria will be at town meeting to answer questions on the warrant articles if any arise. Leon asked if there was anyone who might have an issue with any of the articles. Maria said she was not aware of any objections. Leon and Maria made a game plan for answering questions. Bruce will also be available to answer questions.

**New Business:** Leon asked if Skip Manter had gotten an answer to his question regarding the residency requirement for board members. Maria read the current wording of Section 1-4 of the Bylaw. Leon said he thinks we may need an interpretation of the current wording. Maria will forward a memo she had written regarding this matter that traces revisions to the bylaw creating the board and the relevant section of the bylaw.

**Administrative:**

Members No update on possible new members.

**Documents Noted for the record:**

Approval of vacation Carry-over Library, Planning Board  
Change of Status Form/ Data Collector/Assistant Assessor/ retirement  
Email regarding good work of Building Inspector  
Letter from BOS regarding good work of Town Administrator

There being no new business to discuss, the meeting adjourned at  
5:45PM.

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED  
11/9/2020