

WEST TISBURY PERSONNEL BOARD  
MINUTES  
October 7, 2019

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

**Absent:** Norm Perry

**Also present for all or part of the meeting:** Dawn Barnes, Michael Colaneri, Matt Gebo, and Buzz Stapczynski via conference call.

The meeting was called to order at 4:43PM.

The minutes of the September 9 meeting were approved. Leon abstained.

**Performance Evaluations:**

A motion was made and seconded to approve the following performance evaluations: DeOliveira, (Police), Kathy Logue (Treasurer/Collector), Emily Meegan (Library) and Jane Rossi (Planning) each with a one-step increase. The evaluation for S. Jeffrey Manter (Police) was also approved. He is at the top step on his grade. All in favor.

**Old Business:**

**Classification and Compensation Study:** Members met with Buzz Stapczynski of Human Resources Services Inc. via conference call to discuss the draft report.

Members agreed that the report was a well written document.

The report makes the following recommendations:

- The year round wage scale does not require any changes except a wage adjustment to be determined by the Personnel Board. The seasonal wage scale will be changed to reflect the Massachusetts minimum wage as of January 1, 2010.
- Adjust several positions on the classification plan for internal/external equity purposes.
- Keep the percentage increase between steps at 5% as a way to address the “island factor” and “to remain slightly competitive from other island communities for retention purposes. This gives West Tisbury a great advantage when recruiting for hard to fill jobs. It also assists with the high cost of living on the island.”
- A housing allowance could be established if the town finds it difficult to recruit new employees. This would be a policy decision made by the Board of Selectmen (subject to Town Meeting approval).

It was noted that the consultant gave special attention to the positions that were created or regraded since completion of the 2015 study including the Highway Foreman, Reference and Technology Librarian, Treasurer/Collector, Assistant Treasurer/Collector, and Animal Control Officer. No substantive changes were made to any of these descriptions except that the job description for the Assistant Treasurer Collector was reorganized by the consultant and edited by

the department. Of these positions, no grade changes were recommended except the Animal Control Officer.

In addition, the consultant reviewed and revised draft job descriptions for a Fire Chief and Highway Superintendent submitted by the Board of Selectmen. A future full time Fire Chief will be a contract employee. A future full time Highway Superintendent position has been placed at Grade 9.

#### Issues Discussed:

**Review of job description:** Maria explained that job descriptions were edited as needed based on employee interviews, employee and supervisor completed questionnaires and requested changes made by a department. The employee/department was given a red-lined copy of the job description showing any proposed changes and was asked to sign off on the changes or, if necessary to make further changes. With the exception of the circulation assistant position, all job descriptions have been approved and signed off on.

**Exempt vs Non-Exempt under the Fair Labor Standards Act:** Sandy ran several job descriptions through a software program to determine if these positions should be exempt. Sandy recommends that the board consult with Town Counsel to ascertain whether the Library Director and the Director of the Council on Aging should be exempt. After a brief discussion about this issue, Dianne said she initially had some questions about exempt vs non-exempt but that they had been answered. No decision was made on whether to request access to Town Counsel on this matter.

**Percentage increase between steps:** No change was recommended as there is a 40% increase from step 1 to step 8. After ten years, a longevity payment kicks in. Leon asked how the consultant did the wage scale review. Do they start at step one. Buzz explained that they look at the minimum and the maximum hourly rates for each town in the survey.

Michael Colaneri asked why there was no change in the wage scale since the last study 5 years ago. He said he found that disturbing. Buzz responded that the basic plan in and of itself is solid, did not require any changes and that it has been updated [over the last five years] with wage adjustments. The consultant found the framework of the wage scale to be acceptable.

Leon followed up by stating that this means the wage scale has gone up close to 10% over the last 5 years. (Maria will confirm this.)

Members looked at the cost out sheet submitted by the consultant. Proposed changes would cost the Town just under \$40,000. The cost out sheet does not take into account a FY2021 wage adjustment or step increases to be given between now and June 30. The Town Accountant will be asked review the cost-out sheet to get a more accurate figure.

Michael asked if what he calls the three senior management positions in the town were given equal value. He was asked what positions he is referring to. He replied that he means the Town

Administrator, Town Accountant, Treasurer/Collector, and the Principal Assessor. He feels that these are the key positions in town and that these positions should be looked at in a unique way.

Buzz replied that in most towns the Town Administrator is typically the highest paid position and the hardest to replacement. He said the key financial positions are the Accountant and the Treasurer/Collector.

Michael asked specifically about the Principal Assessor. Buzz replied that this position has value as well and that the market data shows the Principal Assessor position is clustered at the top of scale with positions such as the Building Inspector, COA Director, Health Agent, Library Director, and Police Sergeant. It is the consultant's opinion that the placement of the Principal Assessor position is appropriate.

Dawn said that the point Michael is trying to make that the wages for the financial team in this town hall should be in line with each other and that they will be paying attention to where the town accountant position is placed on the classification plan.

Dawn also asked whether the towns in the study were actually comparable and if the same towns were used in the last study. Westport is the only new town. Maria will confirm that all of the same towns were used. As stated in the report, "the comparable towns were chosen based on their form of government, location ( cape and islands) equalized valuation per capita, income per capita ,residential/tourist mix operating budget and consideration as to where the Town of West Tisbury recruits from."

Members did not have any questions on the proposed changes to the Classification Plan except for the Board Administrators. Leon asked how the change for the Board Administrators was calculated. Buzz referenced the comparable positions as shown on the salary survey on page 26 of the report. The board administrator wage range had more than a 10% variable. A 10 % variation within comparable positions is considered acceptable to the consultant.

Leon asked how the ratings/ point system and the data go hand in hand. He commented that the board hasn't seen the ratings for each job and would need to do so in order to determine if the board agrees with the changes to the grade of the Board Administrator position. Buzz replied that he will have Sandy respond to Leon's question about how the ratings impacted the change to the Board Administrator grade.

A motion was made and seconded to accept the report as written subject to receipt of the rating sheets for the Board Administrator positions. All in favor.

The final report will be presented to all staff and boards/committees on October 17 at 1:00 PM at the West Tisbury Library.

#### **Administrative:**

**Consultant Bills:** A motion was made and seconded to pay the second and third installments to Human Resources Services in the total amount of \$7,500. All in favor.

**Meeting Time:** After a brief discussion it was agreed that the meeting time will go back to the second Monday of each month at 5:00 PM.

**Equal Employment Opportunity, Anti-Discrimination, and Harassment Policy:** At the September meeting Rachel asked if this policy should be changed to use gender neutral pronouns. Maria reported that she posted a question on the MMPA network to see how many cities/towns are changing bylaws and policies. Many are. The requested changes have been made. No action was required.

**The following documents were signed:**

- Job certification form: Circulation Assistant (Library)

**Correspondence:** Vacation Carry-over letter: Planning Board

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

Respectfully Submitted,

Maria McFarland  
Board Administrator  
APPROVED