

WEST TISBURY PERSONNEL BOARD
MINUTES
May 14, 2018

Present: Leon Brathwaite, Matt Gebo, Norm Perry and Kenneth Vincent

Absent: Ben Retmier

Also present for all or part of the meeting: Skip Manter

The meeting was called to order at 5:05 PM.

Minutes: The minutes of the April 2 meeting were approved as written. Norm abstained.

Performance Reviews: A motion was made and seconded to approve performance evaluations with one-step increases for Bradley Cortez (Police), Emily Milstein (Library), Lyn Neilley (Library), Ginger Norton (Library), Alexandra Pratt (Library), and Samantha Smith (Police AA), and to approve performance evaluations for Tammis Sprague (Assessors) and Daniel Gouldrup (Police) who are at the top step on their grade. All in favor. Matt abstained.

New Business:

Assessors warrant article: Leon informed the Board that he thought the Assessors should have brought their warrant article on the adoption of the provisions of Massachusetts General Laws Chapter 59, Section 21A with regard to compensation for Certified Assessors to this board for approval prior to asking Town Meeting to vote on it. Leon explained that after the vote to approve this warrant article at Town Meeting, he made a motion to reconsider the article and change the relevant section from Section 21A to Section 21A ½. The difference between the two sections is that Section 21A caps the stipend at \$1,000 and Section 21 ½ calls for the stipend to be equal to 10% of the employee's regular compensation.

Maria explained that the current staff is not eligible for this stipend because they have not completed the course requirements and have no plans to do so. She will ask the principal assessor to provide the board with more information on the education requirements needed to obtain the designation that qualifies an employee for this additional compensation.

Administrative:

Police Department/Vacation status: Members reviewed a memo from the Police Chief and a letter from the Dukes County Sheriff's Department regarding verification of service for calculation of vacation time for the Police Department Administrative Assistant. Leon noted that only full time service can be counted. Time worked as a contract employee cannot be counted as credible service. A motion was made and seconded to credit Samantha Smith will 2.5 years of prior service (11/1/2013-5/1/2016) with the Sheriff's Department towards the establishment of her vacation status in accordance with Section 1.6 (o) of the bylaw. All in favor. Matt abstained.

Job certification forms were signed for two Assistant Animal Control Officers, a Library Circulation Assistant, and the Zoning Board Administrator.

The following change of status paperwork was noted for the record:

Circulation Assistant (2)/resignation
Council on Aging/name change
Community Preservation Committee/resignation
Board of Selectmen assistant/resignation

Correspondence:

In: Letter of Resignation: BOS assistant

Notice of Promotion Police

Vacation carryover and approval of vacation time payment/ Conservation Commission, Library and Police Department

There being no further business to discuss, the meeting was adjourned at 5:20 PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED