

WEST TISBURY PERSONNEL BOARD
MINUTES
June 11, 2018

Present: Leon Brathwaite, Norm Perry, Ben Retmier and Kenneth Vincent

Absent: Matt Gebo

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

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

Minutes: The minutes of the May 14 meeting were approved as written. Ben abstained.

Performance Reviews: A motion was made and seconded to approve performance evaluations with one-step increases for the following employees:

Dawn Barnes (Assessors)
Tanya Larsen (COA)
Dee Leopold (Library)
Margo Urbany-Joyce (Finance Committee)
Returning summer staff/Parks & Rec

All in favor.

A motion was made and seconded to approve the performance evaluation for Maria McFarland (Conservation) who is at the top step on Grade 6. All in favor.

New Business:

Assessors warrant article/ follow up: Maria provided members with a memo from Dawn Barnes, Principal Assessor, regarding the three levels of certification available to assessors in Massachusetts; together with a document titled, "Professional Designation Checklist" prepared by the Massachusetts Association of Assessing Officers. This document details the required courses for each designation. Massachusetts General Law Chapter 59 Section 21A ½ provides additional compensation of up to 10% of base pay for Certified Massachusetts Assessors (CMA). Dawn is a Massachusetts Accredited Assessors (MAA). The Data Collector is not accredited. No action was taken.

Administrative:

Job certification forms were signed for the following new hires:

Board of Selectmen assistant
CPC Administrative Assistant
Library Pages
Library Circulation substitutes
Parks & Recreation/ New and returning summer staff

Patrol Officer

Job Certification for the Treasurer/Collector: Jen Rand was present to ask the Personnel Board to approve the hiring of Kathy Logue as the Treasurer/ Collector pending the outcome of the special election to be held on June 14. Kathy was the only applicant.

Ben asked why Kathy is starting at step 7 on the new grade. Jen explained that the Board of Selectmen felt it was unreasonable to expect Kathy to start at a lower hourly rate of pay than she is currently being paid.

A motion was made and seconded to approve the starting rate for the new Treasurer/Collector at Grade 9 step 7 effective July 1 if this position is approved by the voters on June 14.

Noted for the record:

Vacation carry-over Assistant COA Director

There being no further business to discuss, the meeting was adjourned at 5:40 PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED