

WEST TISBURY PERSONNEL BOARD
MINUTES
September 14, 2020

Present: Dianne Powers Ben Retmier, and Rachel Rooney

Absent: Leon Brathwaite

Staff Present: Maria McFarland

Present for all or part of the meeting: Skip Manter

Ben called the meeting to order via Zoom video conferencing at 5:11PM

Minutes: The minutes of the August 10 and August 25 meetings were approved as written. Roll Call Vote

Roll Call Vote: Ben Retmier – aye, Dianne Powers- aye, and Rachel Rooney – aye

Performance Evaluations:

A motion was made and seconded to approve the following performance evaluations with one-step increases for Jesse Oliver and Kevin Hatt. Roll Call Vote: Ben Retmier – aye, Dianne Powers- aye, and Rachel Rooney – aye

Dawn Barnes (Assessors)
Kevin Hatt (Highway)
Jesse Oliver (Highway)
Tammis Sprague (Assessors-retired on 9/11/2020)

Fall Town Meeting/ Warrant Articles: A motion was made and seconded to approve the final wording of the warrant articles for the October 6 meeting detailed below. Roll Call Vote: Ben Retmier –aye and Dianne Powers – aye. Rachel abstained.

ARTICLE 2: To see if the Town will vote to amend the Personnel By-law at Section 27.3 (Pay Schedule Year Round) and Section 27.4 (Seasonal Pay Schedule) to reflect a wage adjustment of 2.7% effective retroactively to July 1, 2020 and further to Raise and Appropriate the sum of \$80,000 to cover the cost of these adjustments.

Classification and Compensation

ARTICLE 5: To see if the Town will vote to amend the Personnel Bylaw at Section 27.1 to make the following changes to the Year Round Town Classification Plan; and further to Raise and Appropriate the Sum of Fifty-Nine Thousand Four Hundred and Four Dollars (\$59,404) to fund the following revisions to the Year Round Classification Plan to be retroactive to July 1, 2020. The amended text appears in **Bold**:

27.0 Classification and Compensation Plans (To be effective July 1, 2020)

27.1 Year Round Classification Plan

GRADE 1	Circulation Assistant Substitute Circulation Assistant Custodian Kitchen Manager
GRADE 2	Administrative Clerk (Board of Health and Council on Aging) Building Maintenance Worker Circulation Assistant Substitute Circulation Assistant
GRADE 3	Administrative Assistant I (Board of Selectmen and Council on Aging, Community Preservation Commission and Affordable Housing Committee) Assistant Animal Control Officer Programming Coordinator/Administrative Assistant (4/12/16) Highway Department Laborer

	Shellfish Agent
GRADE 4	Associate Assessor/Data Collector Assistant Librarian/Children's Librarian/Youth Librarian Assistant Council on Aging Director Executive Assistant Outreach Coordinator Animal Control Officer Programming Coordinator Reference and Technology Librarian Cemetery Superintendent
GRADE 5	Administrative Assistant II to the CPC Committee Animal Control Officer Head of Circulation/Assistant Library Director Highway Department Foreman Assistant Treasurer/Collector
GRADE 6	Board Administrator Local Building Inspector Patrol Officer Assistant Board of Health Agent Assistant Director/Council on Aging Administrative Assistant III to the Affordable Housing Committee
GRADE 7	Assistant Treasurer/Collector Conservation Commission Board Administrator Parks & Recreation Board Administrator Personnel Board Administrator Planning Board Administrator Zoning Board of Appeals Administrator Council on Aging Director Health Agent Library Director
GRADE 8	Council on Aging Director Health Agent Inspector of Buildings/Zoning Enforcement Officer Library Director Police Sergeant Town Accountant Principal Assessor
GRADE 9	Police Lieutenant Treasurer/Collector Town Accountant/Finance Director Principal Assessor Highway Superintendent (New position as of July 1, 2020)
GRADE 10	Town Administrator
GRADE 11	None

Administrative:

Members No update on possible new members.

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

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED 10/5/2020