

WEST TISBURY PERSONNEL BOARD
MINUTES OF MEETING
June 1, 2015

Present: Gerry Gallagher Matt Gebo, and Brian Smith

Absent: Norm Perry and Kenneth Vincent

Staff: Maria McFarland

Also present for all or part of the meeting: Sean Conley, Rhonda Conley, Skip Manter, Jen Rand, Joanne Scott, and Pam Thors.

The meeting was called to order at 5:15 PM.

Minutes: Minutes of the February 9 meeting was approved after a discussion regarding whether a vote was taken on changing the proposed grade for the patrol officer. Matt abstained.

The minutes of the May 11 meeting were approved. Gerry abstained.

Performance Reviews: A motion was made and seconded to approve the following performance evaluations each with a one-step increase with the exception of Maddy Penicaud and Joe Schroeder, who are at the top step. All in favor.

- Dawn Barnes (BOA)
- Beth Kramer (Library)
- Dwight Kaeka (Highway)
- Summer Staff:
 - Sticker Sellers: Katherine Dorr and Michael Schroder
 - Parking Lot Attendants: Travis Myers, Shelby Ferry
 - Lifeguards: Maddy Penicaud, Maya Harcourt, Sara Willston, Julianne Vergura, Julia Neville, Shelby Ferry
 - Assistant Supervisor: Maddy Penicaud
 - Basketball Instructors: Matt Stone and Alex Gordon Beck
 - Summer Program Director: Joseph Schroeder

Old Business

The Board reviewed the following appeals and took the following actions:

Town Administrator: Jen Rand and Skip Manter were present for this discussion. The Board of Selectmen requested that the board look at lowering the Town Administrator position from Grade 11 to Grade 9. Members reviewed the proposed changes to the job description made by the Selectmen after the classification project was completed. For each proposed change to the job description, the corresponding factor in the grading manual was reviewed. The following changes were made to the position points used by the consultant to arrive at Grade 10.

Physical Environment reduced from 15 to 10

Physical Skills reduced from 30 to 10

Occupational Risk reduced from 10 to 5
Supervision Given reduced from
Supervision Scope

Total score reduced from 466 to 446 which is within the overall score range for Grade 10.

A motion was made and seconded to keep the Town Administrator's position at Grade 10 as recommended by the consultant with the above adjustment to the position points under the grading manual. All in favor.

Community Preservation Committee (CPC): Pam Thors and Sean Conley, Chair of the CPC were present for the discussion. The CPC has appealed the decision of the consultant to place this position at Grade 3 The CPC committee feels this position should be graded the same as the Board Administrator position. Members reviewed the proposed ranking of the Administrative position. The board reviewed the job description and provided her evaluation of the factors used to rank the position. The total points Pam gave the CPC position would put it at Grade 7, which is higher than the Board Administrator position.

After discussion a motion was made and seconded to deny the request of the CPC committee to change the grading of the Administrative Assistant to the CPC. All in favor.

Affordable Housing Committee AHC): Rhonda Conley and Joanne Scott, Chair of the AHC were present for the discussion. The AHC Committee has appealed the decision of the consultant to place this position at Grade 3 The committee feels this position should be graded the same as the Board Administrator position. Members reviewed the proposed ranking of the Administrative position. The board reviewed the job description and provided her evaluation of the factors used to rank the position. After a review of the proposed changes to the job description a motion was made and seconded to deny the Affordable Housing committee's request to change the grade of the Administrative position. All in favor.

Administrative:

Building Inspector: The Board of Selectmen has extended the probationary period for this employee. No action was taken.

Board Members: Jen will arrange for an ad to be placed in the paper seeking a board member to replace Brian. The BOS and the PB will share in the cost.

The following were reviewed and signed:

Job Certification Forms/Parks & Recreation Seasonal Staff:

Sticker Sellers: Katherine Dorr and Michael Schroder

Parking Lot Attendants: Travis Myers, Shelby Ferry and Elijah Lerue (new hire)

Swim Instructor: Gayla Wait (new hire)

Lifeguards: Maddy Penicaud, Maya Harcourt, Sara Willston, Julianne Vergura, Julia Neville, Shelby Ferry

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Assistant Supervisor: Maddy Penicaud
Basketball Instructors: Matt Stone and Alex Gordon Beck
Summer Program Director: Joseph Schroeder

Noted for the record:

Vacation Carry-over letters for the Principal Assessors, Assistant Director, COA and Daniel Gouldrup, Police Officer

There being no new business, the meeting adjourned at 7:00 PM.

Respectfully submitted

Maria McFarland
Board Administrator