

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

September 8, 2008

Present: Norm Perry, Ernie Mendenhall, Maeve Sheehan, and Maria McFarland

Absent: John Durfee,

The meeting opened at 5:30 p.m., Norm Perry presiding.

Minutes: A motion was made and seconded to approve the minutes of the July 21st meeting. All in favor.

Performance Reviews: A motion was made and seconded and the vote unanimous to accept the performance evaluations for the following people all with a one step increase:

Ellen Reynolds (COA)
Colleen Morris (Library)
Kristina West (Assessors)

New Business

Town Hall Move: Town Hall will be closed on Friday September 19th and Monday September 22nd in order to complete the move into temporary headquarters. A motion was made and seconded to treat September 19th as a paid day for employees. Those employees who work on the 19th to assist the movers will be allowed a compensatory day. September 22nd will be a regular work day even though town hall will be closed to the public. The vote was two in favor with Ernie abstaining.

Old Business

2008 Classification and Compensation Review

The board went over the reference check done by Maeve for Municipal Resources Inc (MRI). After discussion, a motion was made to approve the contract with MRI and to ask the Selectmen to sign the contract. The kick off meeting will be scheduled for October 2nd.

Employee Evaluation Form – A draft form of employee self evaluation was sent out to department heads and supervisors for review and comment. Comments were received from the Assessors, Executive Secretary and Chief Toomey. The suggested revisions will be made to the form.

Administrative

Police - A motion was made and seconded to accept the Job Certification Form for the new administrative assistant to the Police Chief. All in favor.

Correspondence In:

BOH/BD- Notice of Resignation from Administrative Assistant
Board of Assessors – Thank you note to Pam Thors from South Mountain Co.

There being no further business the meeting was adjourned at 6:40PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant