

**TOWN OF WEST TISBURY  
PERSONNEL BOARD**

September 14, 2009

**Present:** Norm Perry, Jennifer Haynes, Ernie Mendenhall, Margot Parrot, Brian Smith and Maria McFarland

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

The meeting opened at 5:30 P.M., Norm Perry, presiding.

Minutes: The minutes of the August 10<sup>th</sup> meeting were approved. The next meeting will be held on October 19<sup>th</sup> instead of the 12<sup>th</sup>, which is Columbus Day.

**Performance Reviews:**

The following performance evaluations were submitted for review and approved, each with a one step increase:

Martha Flanders – Library  
Steven Klebs – Library  
Colleen Morris – Library  
John Powers - BOH  
Kristina West - BOA

**New Business:**

**ACO and Highway Assistant Job Descriptions Review:** Skip Manter was present to ask the board to review the new job descriptions of the ACO and Highway Assistant. Skip told the board he was asking them to review these descriptions as a private citizen and not in his capacity as Selectman. He feels that the ACO description does not deal the 24/7 nature of that position and the physical labor involved. He pointed out that the highway assistant does have supervisory responsibilities in the summer when he has an assistant and any time that Olsen employees contract with the town.

The members thanked Skip for his input and reminded him that both the employees and their supervisors reviewed and signed off on the new job descriptions during the classification project. If there were inaccuracies in these descriptions, they had ample opportunity to ask for these types of changes during the review process. If these changes are necessary, the supervisor should come back to the Board with a request for the board to formally review these new descriptions. No action was taken.

**Bylaw:** Norm said it was time to review the bylaw for necessary changes. Everyone is to review Chapter 1 for the next meeting.

**Administrative:**

Vice- Chair: A vice chair will be voted on at the next meeting.

Police - Job Certification Form for Russell Ventura and James Neville

**Correspondence In:**

Assessors – Vacation carry over (West)  
Library – Change of Status (Black)  
Police – Vacation carry over (Blair)  
Police – Vacation carry over (Manter)  
BOH – Vacation carry over (Powers)  
ZBA- Vacation carry over (Keefe)

There being no further business the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Maria McFarland  
Administrative Assistant  
APPROVED