

DRAFT

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

January 29, 2010

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

The meeting opened at 5:00 P.M., Norm Perry, presiding.

Classification Plan: The members reviewed and discussed the consultant's recommendations on the reclassification of the Town Accountant, Building Inspector, Park & Rec and Personnel Board job descriptions. The purpose of this exercise was to be sure the members concurred with the consultant's ranking of these positions.

A motion was made and seconded to revise the warrant article on the classification plan to include the seasonal classification plan and wage scales. Minor revisions to the seasonal classification plan include deleting the Seasonal EMT and adding the tennis instructor and changing the grading system from numbers to letters. The wage scales also need to change to reflect the change from numbers to letters.

FY2011 Wage Adjustment: Members discussed the board's preliminary recommendation of 2%. Maria was asked to confirm if there are any employees who are at step 8 but not yet eligible of longevity. They would be the employees most impacted by a 0% wage adjustment. Other employees would either receive a step increase (with a successful evaluation) or longevity.

Members will attend the All-Island Finance Committee meeting being held on February 1st in Vineyard Haven. The outcome of that meeting may have a bearing on the Board's final decision on its recommendation for FY2011. The members will vote on a final FY 2011 wage adjustment percentage at the February 8th meeting.

Bylaw Revisions: The board discussed town counsel's comments on the final questions submitted to counsel after the last meeting. After a brief discussion, a motion was made and seconded to approve the changes to the Personnel By-law. All in favor.

There being no further business the meeting was adjourned at 7:20 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant