

WEST TISBURY PERSONNEL BOARD

MINUTES

FEBRUARY 14, 2011

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

Also present for all or part of the meeting: Richard Knabel and Bruce Stone

The Meeting opened at 5:37 P.M., Norm Perry presiding.

Minutes: The minutes of the January 10, 2011 meeting were approved as corrected.

Performance Reviews: The following performance evaluations were reviewed and approved; each with a one step increase:

Kathleen Brady (COA)
Ernie Chaves (Park & Rec)
Heather Capece (Park & Rec)
Benoit Baldwin (Park & Rec)

Old Business:

FY2012 Wage Adjustment and warrant article: The board reviewed the final CPI numbers for 2010 and discussed what other island towns are planning to do. Members also looked at the number of employees who are eligible for step increases and longevity for FY 2012. 65 % of employees are eligible for step increases; 35 % get longevity but no step increase and 3% are eligible for both. The average of the CPI numbers, and proposed wage adjustments numbers from other island towns was 1.72%.

Issues discussed included the overall state of the economy, increases in health insurance costs, need to attract and retain good employees and the ability to get a wage adjustment passed at town meeting.

A motion was made and seconded to recommend a 1.5% wage adjustment for FY 2012. After discussion the motion failed.

After further discussion, a motion was made and seconded to recommend a 1% wage adjustment for FY 2012. The vote was 4 in favor. Ernie abstained.

New Business:

Snow Day closing policy: Maria reported that it would be helpful to have the snow day policy clarified. In January there was an occasion where it was determined that the weather did not warrant closing town offices/ buildings. The Library decided to close after being informed that town hall was open. This raised the issue of whether library staff should be paid for the day or if they should be required to take a personal or vacation day. It has always been the policy of the town that if town offices are closed because of weather conditions employees scheduled to work

that day are paid. If town offices are open but an employee chooses to stay home for whatever reason on such a day, they must use a personal or vacation day, or a sick day if they are sick.

After discussion it was decided that the snow day closing policy, is a matter for the Board of Selectmen. However, the general feeling was that all town offices should either be opened or closed and those individual buildings/ departments should not be making that decision. If all town offices are closed because of weather conditions, employees should continue to be paid for the day.

Police Department job application: Maria read an e-mail from Town Counsel, Jack Collins, regarding revisions to this job application. He is continuing to work on this issue and will advise the board after he meets with the Massachusetts Commission on Discrimination. It was noted that Jack is not doing this work solely for West Tisbury so we will not be billed for his time. No action was taken.

BOS/Alternative Evaluation Format: Richard Knabel was present to discuss using an alternative form of evaluation of employee review for the town administrator. He said he personally has trouble with a standard evaluation form. A specific form for the evaluation of a town administrator obtained from the MMPA was discussed. Richard said that he thought it was more appropriate and thoughtful format for an evaluation.

It was explained that the Board had recently conducted a study of various evaluation forms used by other towns and found the one in use in West Tisbury, while not perfect, was better than most. Richard was told that he could use the form and provide detailed comments in an addendum to the form as other town boards do.

Bruce Stone suggested that the form Richard referred to might be a good goal setting mechanism going forward.

It was decided that the Board would review the town administrator evaluation form in detail and that perhaps it could be used next year. It was agreed that it was not appropriate to introduce a new form of evaluation that an employee had not been made aware of. No action was taken.

Richard then asked if there was a form of evaluation for the police chief. Maria said no, because the chief is a contract employee. Maria offered to see what other towns use to evaluate their police chief.

Police Department: Chief Rossi has asked if summer staff that worked for the police department or another town department last year and are planning to come back for the 2011 summer season, need to reapply for their positions. The answer is yes.

Administrative:

FY2012 Budget: Norm and Maria will meet with the Finance Committee on February 15th to review the personnel budget and warrant article.

The following paperwork was reviewed and signed:

Job Certification Form: Park & Rec/Vanderwekken

Correspondence: In: Approval of vacation carry-over for COA staff.

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

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED