TIME STAMP

ORGANIZATION: IMPROVING GOVERNANCE TASK FORCE **Agenda 10 Aug-2026**

MEETING **PUBLIC HEARING** (Please circle appropriately)

Date: Monday 10 August 2026 **TIME:** 3:30 PM

LOCATION: Town Hall meeting room, hybrid

PURPOSE: Select Board meeting outcome, pilot program, 1st draft Town Admin

REQUESTED BY: John Christensen, chair

ALL MEETING NOTICEs MUST BE FILED AND TIME STAMPED IN THE TOWN CLERK'SOFFICE AND POSTED ON THE MUNICIPAL BULLETIN BOARD 48 HOURS PRIOR TO THE MEETING. (in accordance with Chapter 303 Acts of 1975)

- Indicates documents supplied in person

Housekeeping

1. Adopt minutes Jul 27, 2026, meeting 6 min.
2. Set next meeting date

New Business

3. Set direction based on Select Board meeting 25 min
4. Plan internal pilot test. 12 min
5. Review proposed first draft of Continuity Companion 14 min

Urgent

6. Election of Officers 10 min
    - Chair
    - Vice Chair
    - Clerk (vacant)

Subjects not anticipated by the Chair. 4 min

Total 71 min

Topic: Improving Governance Task Force Meeting
Time: Aug 10, 2026, 03:30 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us06web.zoom.us/j/83591596540?pwd=p8Lhr8ql91aQ9bjmCRwdatkfk2nhCZ.1
Meeting ID: 835 9159 6540
Passcode: 037135

Dial by your location
• +1 309 205 3325 US
• +1 312 626 6799 US (Chicago)
• +1 646 558 8656 US (New York)
BoardAssist@WestTisbury-ma.gov

Back-burner

[NO PRIORITY ORDER]

bb1. Importance of stake holder interests—we need to consult with assistants, members and chairmen to learn their thoughts, ideas and incorporate that into our process and any suggestions we make. *What does this look like in practice? How do we put it into motion?*

bb2. Term Limits-pros and cons

bb3. Practice of committee members abstaining from votes citing "conflict of interest,"
but participating in debate and discussion; and abstaining when not needed.

bb4. What are the processes to make changes?

- We need to review existing town/committee by laws and find out where the holes are.
- The Handbook has to spell out how to manage committee functions.
- Who to go to with problems?; what is the process?; Are hearings involved?; Who adjudicates?

bb5. Need a process to "on-board" committee chairs and members. How committees should function or how to improve committee function? How to get rid of problem members? *In GWT*

bb6. Are all current boards and committees necessary?

bb7. Is there an expectation and/or mechanism to regularly report committee deliberations to their appointing boards? Importance? How to institute? How often—quarterly?

bb8. Complexity of committee and chairman training component of task force work

bb9. Investigate training options—Mass Municipal Association and others

bb10. Importance of comprehensive complete contact list of committee members—how
to get names and contacts and who/where should it reside?

bb11. Conflict of Interest

bb13. Need for contact data base for all volunteers (see #10 above)

bb14. Regular customer satisfaction surveys

bb15. Audit function is important, self audit, outside audit

bb16. Necessary policies

1. Term limits
2. Recruiting

Bb17 Initial training and orientation