

*Approved 8/19/26*  
**TOWN OF WEST TISBURY**  
**SELECT BOARD MEETING**  
**WEDNESDAY, August 12<sup>th</sup>, 2026**  
**Town Hall Hybrid Meeting**

**Present:** Select Persons – Skipper Manter (Chair), Jessica Miller (Vice Chair), Cynthia Mitchell, Jennifer Rand (Town Administrator)

**Also present in person or on Zoom:** Shawn Ramoutar (Board Administrator), Circus Arts Representative, Haley Sandlow, MVTV.

**Call to Order**

Mr. Manter called the meeting to order at 4:30 p.m. and confirmed that all three Select Board members were present.

**Recognition of the Passing of Dianne Powers**

Mr. Manter recognized Dianne Powers's passing and extended the Town's sympathy to her family and friends. He recalled her long service to the Island and West Tisbury, including her work as Register of Deeds, service on the Select Board, years of volunteering at the Agricultural Fair, and involvement in organizing the Town's first picnic. He described Ms. Powers as kind and thoughtful and said she treated everyone who came before the Board with consideration.

The Board and those present observed a moment of silence in her memory.

**Approval of Minutes - August 5, 2026**

Ms. Miller said the August 5 minutes identified Sundy Smith as Susan Wasserman throughout the Improving Governance Task Force discussion and also listed Ms. Wasserman as attending, although she had not been present. The Board agreed that the record should be corrected.

*Ms. Miller moved to approve the minutes of August 5, 2026, as amended to correct the identification and attendance references, and Ms. Mitchell seconded the motion.*

*Roll Call Vote: Jessica Miller – Aye; Cindy Mitchell – Aye; Skipper Manter – Aye.*

*The Motion was approved unanimously. (3-0)*

**Mill Pond Building Lease**

Ms. Rand said the Mill Pond building lease had to be put out to bid. She had circulated the prior request for proposals and asked whether the Board wanted any changes before she issued the new solicitation.

Mr. Manter questioned whether the former police station should be leased again, as the Town was short on space and the building needed extensive renovation. He described the building as energy-inefficient and said little had been done to it for at least 20 to 30 years. He believed the Town should determine the required work and whether the property had a municipal use before making a long-term decision.

Ms. Rand suggested offering a three-year lease instead of a five-year lease. She said that would allow time to place the building in the capital-planning process, assess the Town's needs, develop a renovation plan, and pursue funding while the building remained occupied. She recommended including an option to renew so the Town

would have flexibility at the end of the three years. She also reminded the Board that the building's permitted uses were significantly restricted.

Ms. Miller supported the three-year approach. She said the Town needed a thorough assessment of its existing space and future needs before deciding whether the building was appropriate for municipal use. She noted that the Animal Control Officer had expressed interest in the property, but developing that use would require substantial planning and funding. She preferred that the building remain occupied while the Town completed that work. Ms. Mitchell agreed with Ms. Rand's recommendation.

Mr. Manter asked that the solicitation notify any tenant that the Town might need access, with appropriate notice, for engineering and assessment work. Ms. Rand agreed to determine the appropriate language. The Board reached consensus to proceed with a three-year lease, an option to renew without a commitment to renew, and a provision addressing Town access for planning work.

Ms. Miller asked what the first step should be in evaluating the Town's space needs. Ms. Rand said the initial work should be a space-needs assessment conducted by a small group of interested and engaged individuals rather than by the Facilities Maintenance Committee. The Facilities Maintenance Committee would become involved after the Town determined the intended use. She said existing condition-assessment work might already provide part of the building analysis.

The Board discussed beginning the space-needs assessment within the next 6 months to 1 year and keeping funding of approximately \$5,000 or \$10,000 for limited engineering or professional assistance in mind. Ms. Rand reported that the Town now had three owner's project management firms under contract, allowing her to request cost analyses and limited project assistance without conducting a separate procurement for each project.

### **Circuit Arts - Five One-Day Beer and Wine Licenses**

The Board reviewed Circuit Arts' request for five one-day beer and wine licenses for the 'Spirits and Spirits' performances at the Grange Hall. The requested service hours were 6:00 p.m. to 10:00 p.m. on October 27, 28, 29, and 30, and 5:00 p.m. to 10:00 p.m. on October 31.

The Circuit Arts representative said this would be the return of its Halloween event. The run had expanded from four to five possible performances, although the Tuesday performance could be dropped if five dates proved unnecessary. Ms. Miller recalled the prior year's discussion and asked that beer and wine service end at 9:30 p.m. to provide time for the event and noise to conclude by 10:00 p.m. The representative agreed and said attendees had already been leaving around that time during the previous event.

*Ms. Miller moved to grant the five one-day beer-and-wine licenses, with alcohol service ending at 9:30 p.m. each night, and Ms. Mitchell seconded the motion.*

*Roll Call Vote: Jessica Miller – Aye; Cindy Mitchell – Aye; Skipper Manter – Aye.*

*The Motion was approved unanimously. (3-0)*

### **Event Permit - Celebration of Life for Dr. Guiney**

The Board reviewed an event permit application for a celebration of life for Dr. Guiney at the Grange Hall on September 5, 2026, beginning at 2:00 p.m. The application estimated approximately 100 attendees and indicated that there would be no admission fee, food service, or beer and wine service. The required sign-offs had been received.

Mr. Manter said the attendance estimate might be low because Dr. Guiney had done many wonderful things for many people in the community.

*Ms. Miller moved to approve the event permit for the celebration of life for Dr. Guiney, and Ms. Mitchell seconded the motion.*

*Roll Call Vote: Jessica Miller – Aye; Cindy Mitchell – Aye; Skipper Manter – Aye.*

*The Motion was approved unanimously. (3-0)*

### **Amended ARPA Funding Contract with Dukes County**

Ms. Rand said the Town had originally requested \$75,000 in ARPA funding from Dukes County, but current estimates were approximately \$120,000, requiring an amended contract. She said the funds had to be fully spent by November 30, 2026. If the work could be completed by that deadline and the bids came in within the revised amount, the Town would not have to pay for it. She described the schedule as a significant time challenge and said staff were working to meet it.

*Ms. Miller moved to amend the existing contract, request the additional funding from Dukes County, and authorize the Town Administrator to sign the amended contract on behalf of the Town, and Ms. Mitchell seconded the motion.*

*Roll Call Vote: Jessica Miller – Aye; Cindy Mitchell – Aye; Skipper Manter – Aye.*

*The Motion was approved unanimously. (3-0)*

### **Topics Not Reasonably Anticipated by the Chair**

Ms. Rand noted that the Board would not meet during the final week of August because she would be on vacation.

Mr. Manter followed up on Ms. Rand's previously announced plan to retire the following July. He said he would meet with her before her vacation to develop discussion points for the Board's first meeting in September. He expected the first discussion to establish parameters rather than make decisions and said succession planning would remain a regular business item. Ms. Rand said she had asked Emily and Chelsea to attend because both would be important to the conversation.

### **Old Business**

None

### **Correspondence**

The Board acknowledged correspondence consisting of a response from Vineyard Transit Authority Administrator Angie Grant to the ATU letter and a separate letter from the bus drivers' union, which had been added to the meeting packet after the agenda was posted.

### **Resignation - Historic District Commission**

The Board reviewed Charlie Kernick's resignation from the Historic District Commission. Ms. Rand said the resignation was effective immediately. Mr. Manter recognized Mr. Kernick's long service.

*Ms. Miller moved to accept Charlie Kernick's resignation with deep appreciation, and Ms. Mitchell seconded the motion.*

*Roll Call Vote: Jessica Miller – Aye; Cindy Mitchell – Aye; Skipper Manter – Aye.*

*The Motion was approved unanimously. (3-0)*

## **Vineyard Wind Farm Lights**

The Board briefly reviewed correspondence concerning the Vineyard Wind farm lights. Ms. Rand said the matter involved the triggering of lights by aircraft flyovers, that it was an ongoing issue, and that work to address it was continuing.

## **VTA and Bus Drivers' Union Correspondence**

The Board returned to the correspondence from the union representing VTA bus drivers. Mr. Manter asked whether the matter should be placed on a future agenda. Ms. Rand said she was unclear about the Select Board's and the Town's responsibility in the matter. Ms. Miller asked whether West Tisbury had a representative on the VTA board and said the union's letter appeared to seek confirmation of who had seen the process by which the budget was developed.

The Board discussed who had most recently represented the Town and believed that Bob Wasserman may have held the position. Ms. Rand agreed to confirm the current representative, and Mr. Manter asked that Bob be contacted about attending a future Select Board meeting.

## **Public Comment**

No public comment was offered. Mr. Manter noted that the Agricultural Fair would open the following day, and Ms. Miller encouraged everyone to attend.

## **Adjournment**

*Ms. Miller moved to adjourn, and Ms. Mitchell seconded the motion.*

*Roll Call Vote: Jessica Miller - Aye; Cindy Mitchell - Aye; Skipper Manter - Aye.*

*The motion passed unanimously. (3-0)*

Meeting ended at 4:48 pm

Respectfully Submitted by Shawn Ramoutar, Board Administrator