

Approved 7/22/26
TOWN OF WEST TISBURY
SELECT BOARD MEETING MINUTES
July 15, 2026

Select Board: Skipper Manter, Cindy Mitchell, and Jessica Miller

Also Present: Town Administrator Jen Rand; Garrison Vieira (remote, during his appointment); Shawn Ramoutar, Haley Sandlow, Eunki Seonwoo, and MVTV.

Call to Order

Mr. Manter called the weekly meeting of the Select Board to order at 4:30 p.m.

Approval of Open Session Minutes

The Board considered four sets of open session minutes: two separate meetings held on June 24, 2026, and the meetings held on July 1, 2026, and July 8, 2026.

Ms. Miller moved to approve all four sets of open session minutes, with the stated corrections to the July 1 minutes. Ms. Mitchell seconded the motion.

Discussion: During review of the July 1, 2026, minutes, Ms. Miller identified two corrections. First, the vote on the first allegation considered during the public hearing was 2-1, so the motion should not be stated as passing unanimously. Second, she asked that Alan's last name and his role be included in the cemetery discussion. Ms. Mitchell agreed with the corrections. No additional changes were requested for either the June 24 meeting or the July 8 meeting.

Roll Call Vote: Jessica Miller - Aye, Cynthia Mitchell - Aye, Skipper Manter - Aye. The motion to approve the four sets of minutes passed. (3-0)

Appointment to the Up-Island Council on Aging

Garrison Vieira joined remotely. Mr. Manter stated that Mr. Vieira's application was straightforward and that he would be an excellent asset to the Council. Ms. Rand confirmed that the appointment term is three years.

Ms. Miller moved to appoint Garrison Vieira to the Up-Island Council on Aging for a three-year term beginning immediately. Ms. Mitchell seconded the motion.

Discussion: Ms. Mitchell noted that Mr. Vieira had already been attending and participating in Council meetings in anticipation of serving and welcomed him to the Board. Mr. Manter stated that Mr. Vieira would be able to "hit the ground running."

Roll Call Vote: Jessica Miller - Aye, Cynthia Mitchell - Aye, Skipper Manter - Aye. The motion passed. (3-0)

The Board congratulated Mr. Vieira and thanked him for stepping forward to serve.

Lease to Locals Contract

Ms. Rand reported that the Town received one response to the Lease to Locals bid. The respondent also manages the program in Chilmark. The submitted price exceeded the Town's appropriation, but because there was only one eligible bidder, the Town negotiated a revised contract price of \$150,000, which was equal to the amount approved by the Town. Ms. Rand stated that the contract would be sent to Counsel before execution.

Ms. Miller moved to approve the Lease to Locals contract in the amount of \$150,000, pending approval by Town Counsel. Ms. Mitchell seconded the motion. Roll Call Vote: Jessica Miller - Aye, Cynthia Mitchell - Aye, Skipper Manter - Aye. The motion passed. (3-0)

Town Administrator Retirement Notice

Mr. Manter acknowledged a letter from Town Administrator Jen Rand providing notice of her retirement effective July 16, 2027. Ms. Rand stated that she would have served the Town for 23 years by that date.

The Board discussed the work required before the retirement date, including reviewing the Town Administrator job description, determining how the position will be advertised, establishing the search and hiring timeline, and allowing sufficient time for a transition and overlap with the selected successor. Mr. Manter proposed beginning the discussion at the Board's first meeting in September and asked Ms. Rand to provide the job description in advance.

Ms. Rand recalled the prior suggestion that the Board and Finance Committee meet before budget season to discuss known budget pressures. She recommended an early September meeting with the Finance Committee because the Town Administrator transition would have a significant effect on the next budget.

Ms. Miller moved to accept, reluctantly and with gratitude, Ms. Rand's retirement letter effective July 16, 2027. Ms. Mitchell seconded the motion. Roll Call Vote: Jessica Miller - Aye, Cynthia Mitchell - Aye, Skipper Manter - Aye. The motion passed. (3-0).

Mr. Manter thanked Ms. Rand for providing a substantial period of advance notice.

Topics the Chair Did Not Reasonably Anticipate

Ms. Rand reported a zoning violation complaint concerning property owned by Peter Williams. She explained that the Town could not currently access the property and that the building inspector was no longer allowed on it. The complaint again involved vehicles, including questions concerning unregistered cars. Ms. Rand stated that Town Counsel recommended seeking an administrative warrant so that the building inspector could enter the property and investigate the complaint.

Ms. Miller moved to authorize Town Counsel to seek an administrative warrant permitting the building or zoning inspector to enter the property and conduct an inspection. Ms. Mitchell seconded the motion. Roll Call Vote: Jessica Miller - Aye, Cynthia Mitchell - Aye, Skipper Manter - Aye. The motion passed 3-0.

Old Business

No old business was discussed.

Correspondence

The Board acknowledged correspondence from the Martha's Vineyard Land Bank advising that it was requesting deer damage permits from the Commonwealth for some or all of its properties. Mr. Manter thanked the Land Bank for taking that action.

Public Comment and Questions from the Press

In response to questions from the press, Ms. Rand stated that she had served the Town for 22 years as of the meeting date. She explained that the Board would begin discussing the job description, the search process, the search timeline, and the anticipated start date for a new Town Administrator in September. When asked about her plans after retirement, Ms. Rand said that she intended to ride horses and noted that the retirement date was still a year away.

Adjournment

Ms. Miller moved to adjourn. Ms. Mitchell seconded the motion.

Roll Call Vote: Jessica Miller - Aye, Cynthia Mitchell - Aye, Skipper Manter - Aye.

The motion passed 3-0.

Meeting adjourned at 4:47 pm

Respectfully submitted,
Shawn Ramoutar
Board Administrator