

Approved 10/21/26
TOWN OF WEST TISBURY
SELECT BOARD MEETING
WEDNESDAY, October 7th, 2026
Town Hall Hybrid Meeting

Select Board: Skipper Manter, Jessica Miller, and Cynthia Mitchell (participating remotely).

Town Staff: Jen Rand, Town Administrator; Shawn Ramoutar, Board Administrator; Chelsea Joiner, Finance Director

Others in Attendance: Kim Angell, Liz Gebo, Michael Miller, Lily Echeverria; MVTV

Call to Order

Mr. Manter called the West Tisbury Select Board's weekly meeting to order at 4:30 p.m. He stated that Ms. Mitchell was participating remotely and that the rest of the Board was present in the room.

Approval of Minutes

Ms. Miller moved to approve the minutes of September 23, 2026. Ms. Mitchell seconded the motion.

Discussion: Mr. Manter asked if anyone had questions, concerns, adjustments, or typos. Hearing none, he called for a roll call vote.

Roll Call Vote: Ms. Miller - Aye, Ms. Mitchell -Aye, and Mr. Manter - Aye.

The motion passed unanimously. (3–0).

Appointment of Board Clerk

Ms. Rand explained that the Board Clerk needed to sign the bond documents. She said boards often appoint a member as clerk, which would be Ms. Mitchell, but Ms. Mitchell was not in the room, and a signature was needed. Ms. Rand said that, according to Lynn, who handles the Town's bonds, the person who takes the minutes and does related work can also serve as Board Clerk. To clarify the appointment, she recommended that the Board appoint her as Board Clerk.

Ms. Miller moved to appoint Jen Rand as Board Clerk. Ms. Mitchell seconded the motion.

Discussion: None.

Roll Call Vote: Ms. Miller - Aye, Ms. Mitchell -Aye, and Mr. Manter - Aye.

The motion passed unanimously. (3–0).

Bond Anticipation Notes and Related Documents

Mr. Manter introduced the bond anticipation notes and related documents and said that the Finance Director would assist the Board. Ms. Rand suggested working through each page for a motion and vote.

Ms. Rand first stated that the Board agrees to comply with the provisions of the Significant Events Disclosure Certificate.

Ms. Miller moved to approve that provision, and Ms. Mitchell seconded the motion.

Discussion: None.

Roll Call Vote: Ms. Miller - Aye, Ms. Mitchell -Aye, and Mr. Manter - Aye.

The motion passed unanimously. (3–0).

Ms. Rand then read the certification that there had been no litigation affecting the validity of the notes or bonds or the Town's power to levy or collect taxes to pay them; that none was pending or, to the Board's knowledge, threatened; that neither the corporate existence nor boundaries of the Town nor the title of any Board member to their respective office was being contested; and that none of the Board

members, and to the best of their knowledge, no other Town official, had any direct or indirect financial interest in or relationship with the purchaser.

Ms. Miller moved to sign the presented certification, and Ms. Mitchell seconded the motion.

Discussion: Ms. Rand said she would work with Shawn to get the language right.

Roll Call Vote: Ms. Miller - Aye, Ms. Mitchell -Aye, and Mr. Manter - Aye.

The motion passed unanimously. (3-0).

Ms. Rand next read the tax certificate provision concerning the obligation, notwithstanding any contrary provision in the tax certificate or any other agreement or instrument relating to the issue, to remit rebate requirements, if any, to the United States Department of the Treasury and to comply with the other requirements contained in the tax certificate. She explained that the Board was voting on this section of the document and that there were two pages for signature.

Ms. Miller moved to approve the tax certificate provision, and Ms. Mitchell seconded the motion.

Discussion: None.

Roll Call Vote: Ms. Miller - Aye, Ms. Mitchell -Aye, and Mr. Manter - Aye.

The motion passed unanimously. (3-0).

Ms. Rand then read the provision that the disclosure certificate would inure solely to the benefit of the note owners from time to time and would create no rights in any other person or entity.

Ms. Miller moved to approve that provision, and Ms. Mitchell seconded the motion.

Discussion: None.

Roll Call Vote: Ms. Miller - Aye, Ms. Mitchell -Aye, and Mr. Manter - Aye.

The motion passed unanimously. (3-0).

Mr. Manter asked whether the documents should be signed then and which projects were included in the borrowing. Ms. Joiner explained that this was a short-term bond anticipation note and that the Town was again rolling over the Library HVAC borrowing. The borrowing also included the Community Preservation Committee borrowing for affordable housing at 401 State Road and for the basketball and tennis courts. New to this note was the Police HVAC project, which borrowed \$366,000 to get the project off the ground.

Ms. Rand noted that, unlike past issuances, the rates were not as favorable. Ms. Joiner reported that the interest rate was 4 percent at this time last year and 5.25 percent this year. Last year's borrowing did not include the Police Station HVAC project. Ms. Joiner said interest was \$126,000 last year and would be \$174,000 when this note was paid at the same time next year. Mr. Manter said that the Town had no control over that. Ms. Joiner agreed and said it was useful information.

Oyster Season

Ms. Rand reported that the Shellfish Committee had voted to open the oyster season for family permits on "Saturday the 30th" and to open the commercial season on November 2. The commercial daily limit would be 800 pieces, caught on three of the five weekdays, Monday through Friday, for a total of 2,400 pieces.

Ms. Rand said that when she saw Jessie Holtham, she asked whether the Committee had set an end date and was told that it had not. Ms. Rand said that the Committee had discussed the issue and that some members felt the season "sort of closes itself." She suggested that, before the question arose about whether the season had closed itself, the Committee should discuss a hard closing date, perhaps in December, and provide one because people ask her and she does not know what to answer.

Ms. Miller moved to adopt the Shellfish Committee's recommendations, and Ms. Mitchell seconded the motion.

Discussion: Mr. Manter asked how the committee would enforce the 800-piece limit. Ms. Rand said that, in theory, the warden could go down, have the catch dumped out, and count it. Mr. Manter noted that this would take time and called for a vote. When Mr. Manter called on Ms. Mitchell, Ms. Mitchell agreed with Ms. Rand that having a hard closing date in the future would be a good idea instead of leaving the season open. Mr. Manter said that with a hard closing date, the season could always be extended if needed, and that a stop date was important.

Roll Call Vote: Ms. Miller - Aye, Ms. Mitchell -Aye, and Mr. Manter - Aye.
The motion passed unanimously. (3-0).

Annual Review of Chief Cortez

Mr. Manter said that Chief Cortez had been on the job for a little over a year and that the Board had an obligation to conduct his annual evaluation or annual review. He said the item was on the agenda for the Board to decide how to proceed.

Ms. Miller asked whether the review would follow the same annual review format currently used for all personnel. Mr. Manter said the question was whether to continue that format or do something different. He described the current process: the two members who are not the chair complete the evaluation form, and the chair combines those two evaluations with the chair's own assessment to complete the evaluation. He asked whether they would still use the same evaluation form.

Ms. Rand said that was up to the Board and that the Board had not evaluated the previous chiefs. Ms. Miller said the evaluation was part of the personnel bylaw and the Chief's contract. Ms. Rand said that the current contract, like the previous Chief's contract, required the Board to conduct an annual review. She did not believe the Board had ever conducted an annual review for the previous Chief and was not sure whether it had done one for the Chief before that. She said there was no historical example to look back on because the Board had not done reviews.

Mr. Manter said the Board should conduct the review and that it was important. Ms. Miller agreed and said she was comfortable using the current form, but after completing the forms several times, she thought they could use an overhaul. Ms. Joiner said revising the forms was on the to-do list. Mr. Manter said the forms were cumbersome in the way they flowed.

Ms. Miller said the forms were cumbersome and didn't clearly identify areas needing improvement or where someone excelled or exceeded expectations. She said they could be reformatted. Ms. Joiner said Emily Avarkian, Town Human Resource Coordinator and Personnel Board Admin, had brought that up and was looking into it.

Mr. Manter asked Ms. Mitchell whether she was comfortable following the present practice. Ms. Mitchell said, "Well, not exactly." She questioned why the Board would use the form if it needed a refresh anyway. Since the Board had not done this for the Police Chief before, she suggested being a little more creative.

Ms. Miller said she was open to that idea and wanted the Board to do something. Ms. Mitchell agreed. Ms. Miller said dialogue was important for both the Chief and the Board, especially because he was a new Chief. She said that the opportunity for feedback in both directions was really important and that she was comfortable with a different structure.

Ms. Rand suggested asking Ms. Avarkian to reach out to the personnel listserv for examples of Police Chief evaluations. She said such evaluations were probably conducted differently from a Planning Board Administrator's evaluation because they involved different things. Ms. Miller said the examples should be more specific to the role.

Ms. Mitchell said that Island Healthcare had tried asking the person being evaluated to complete a self-evaluation. She said it had been experimental but seemed to be working out pretty well. Ms. Miller said that would be a great addition to the process. Ms. Mitchell said the self-evaluation begins the conversation, and the Board can then weigh in. The discussion concluded with members agreeing to identify examples and see what was being done elsewhere.

Topics Not Reasonably Anticipated by the Chair

Mr. Manter asked whether the chair had reasonably anticipated any topics. None were raised.

Old Business

Mr. Manter stated that there was no old business.

Correspondence on Energy Membership and Portfolio

Mr. Manter introduced correspondence about the energy cooperative's membership and energy portfolio and asked whether the Board needed it for information. Ms. Rand said there was a new president and that the correspondence explained how the portfolio was working. She said it was worth reading to see whether members had questions.

Ms. Rand said Ms. Joiner was now the Town's representative to the cooperative. She explained that the Town had more net metering than it could accommodate and was selling the excess to another town. The sale would create additional income for West Tisbury and the cooperative, and savings for the purchaser, or off-taker.

Ms. Rand said that, particularly with another solar installation coming at the Library, the Town had more than it could use. She said the sale would benefit the Town and thanked the cooperative for facilitating it. Mr. Manter said it was good news, considering the other end of the energy spectrum, and thanked her.

Public Comment

Kim Angell suggested reaching out to another town for its Police Chief evaluation form. Ms. Rand replied that the Town was going to do that. Ms. Angell acknowledged the misunderstanding.

Ms. Miller asked Ms. Angell about the progress at 401 State Road, saying the project appeared to be "moving along swimmingly" and that she was excited to see it. Ms. Angell confirmed it was progressing and said that, based on Keith's last update, completion was expected in February or March. Board members appreciated the update, and Mr. Manter thanked Ms. Angell.

Adjournment

Mr. Manter noted that adjournment was not on his agenda.

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

Roll Call Vote: Ms. Miller - Aye, Ms. Mitchell -Aye, and Mr. Manter - Aye.

The motion passed unanimously. (3-0).

The meeting adjourned at 4:46 pm.

Respectfully Submitted by Shawn Ramoutar, Board Administrator