

Approved 11/21/23
Town of West Tisbury
Select Board Meeting
Wednesday, November 8, 2023 4:30 pm
At the Town Hall and via Zoom

Present: Select Persons Skipper Manter, Jessica Miller and Town Administrator Jen Rand

Absent: Cynthia Mitchell

Also present or on Zoom for part or all of the meeting: Bruce Stone, Kathy Logue, Thomas Humphrey, Eunki Seonwoo, Janice Haynes and other members of the public who did not speak.

Skipper called the Select Board meeting to order at 4:30 pm.

Minutes: November 1, 2023.

There were no edits or corrections offered.

Jessica moved to approve the Minutes of November 1, 2023. Skipper seconded. Roll call vote: All in favor (2-0-0).

New Business:

- **Request for Letter of Support for Cape Cod Bridges Program:**

Jen explained the request. There was no discussion.

Jessica moved to authorize the Town Administrator to send the letter of support. Skipper seconded. Roll call vote: All in favor (2-0-0).

- **Amendment to Article 13:**

Jen explained the wording that needed to be fixed and asked if one of the board would be willing to amend it on the floor at Town Meeting. Skipper will do it. No action taken.

- **Town Accountant Hiring Schedule, Review of Job Description etc:**

In anticipation of advertising and hiring a new accountant, they wanted to look at the job description and see if it needed to be changed or updated. Skipper asked Bruce if he had any changes to recommend and he had none. Kathy had a couple of suggestions regarding certification. She also questioned the title of Financial Director as she's not sure it's needed. Bruce said all he did in that regard was direct the budgeting process. They decided to up the hours for the position on Bruce's recommendation to 37.5 which would allow the budget for 2024 to stay the same as the new person would be starting at a

lower amount. They spoke about making the position contracted but Bruce didn't think that was necessary and they could negotiate that with the candidates. Jen will go to the Personnel Board with the changes they want to make to the job description. Jessica had a couple of clerical corrections too. There was much discussion about the wage and the wording for advertising; whether to state a range or some other way. Jen suggested saying "wage begins at or possibly higher, depending on experience". They made no decision tonight and will revisit as they would like Cindy's input too. They spoke about the timeline for advertising and interviews and the over lap of Bruce and the new person for training purposes. It was decided to start advertising on December 7th for approximately 5 weeks, to accommodate the holidays. The last date of advertising will be January 11 and the application swill be due January 25th at noon. Ads will go on the Cape Cod Times on December 7th and January 4th. The Select Board will review the applicants. They will also advertise thru the MMA. Kathy suggested the ListServes too. Bruce reiterated his willingness to come back and help train after the new fiscal year begins if necessary. No action taken.

Topics Not Anticipated:

- Jen says the new bike safety signs will be coming next month and Richie is aware.

Old Business: There was none.

Correspondence: There were none

Public Comment: There was none.

With no further business to discuss Jessica moved to adjourn. Skipper seconded. All in favor.

Meeting adjourned at 5:11 pm

Respectfully Submitted,

*Janice Haynes,
Administrative Assistant*