

*Approved 3/13/24*  
**Town of West Tisbury**  
**Select Board Meeting**  
**Wednesday, March 6, 2024 4:30 pm**  
**At the Town Hall and via Zoom**

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

**Also present or on Zoom for all or part of the meeting:** Chelsea Joiner, Bruce Stone, Thomas Humphrey and Janice Haynes.

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

**Minutes:** There were none.

**New Business:**

- **Town Accountant Hire Discussion about Hours of Work and Unpaid Time Off:** Skipper confirmed that Chelsea was willing to start on April 1<sup>st</sup>. and that she wanted to take some un-paid time off in May for a pre-booked trip to Europe. The board and Bruce were fine with that.

She has additionally requested that between now and her 10<sup>th</sup> anniversary she would like to have 4 weeks time off each year. So, whatever the time the town pays for, 2 weeks after the first year to start, she would like additional weeks unpaid until she reaches the 10 year anniversary which would have her at 4 weeks.

*Jessica moved to approve Chelsea's request for 10 days unpaid vacation in May of 2024. Also up to 10 days unpaid time off equaling 4 weeks or 20 days on her 10 year anniversary. Cindy seconded. Roll call vote: All in favor.*

Chelsea would also like her work hours from 7:30 am to 3:30 pm. Jen spoke with Kathy about it and she was fine with it. Jessica reminded Chelsea that at certain times, especially during budget season, she would be expected to attend meetings outside of those hours. Chelsea was totally fine with that. Skipper pointed out that her position is 37 and a half hours a week, so it would be that many hours within those hours, depending on meetings.

*Jessica moved to approve Chelsea's request for work hours from 7:30 am to 3:30 pm to add up to 37 ½ hours a week. Cindy seconded. Roll call vote: All in favor.*

Chelsea had no other questions and thanked the board for their time. She is looking forward to starting April 1<sup>st</sup> and the board is thrilled to have her.

Jen mentioned that she has put in the request for the CORI check and has gotten nothing back yet. Jen would like to move forward regardless, since there is a 6 month probationary period and if something comes up they can deal with it during that time. The board agreed. Jen will be in touch via email if anything comes up.

**Topics Not Anticipated:** There was none.

**Old Business:** There was none.

**Correspondence:** There was none.

**Public Comment:** There were none.

*With no further business to discuss, Jessica moved adjourn the meeting. Cindy seconded. Roll call vote: All in favor.*

*Meeting adjourned at 4:36 pm*

*Respectfully Submitted,*

*Janice Haynes,  
Administrative Assistant*