

West Tisbury Community Preservation Committee Minutes
November 16, 2022
Approved December 6, 2023

Present: Jeffrey DuBard, John Rau, Nancy Dole, John Christensen, Angela Luckey, Mary Sage Napolitan, and Bea Phear

Also present: Cindy Krauss, Tim Boland

Jeffrey called the meeting to order at 5:pm on Zoom.

Administrative Assistant: Jeffrey introduced Cindy, who is the only applicant for the position. She said she is a friend of Cheryl Lowe, who told her about the job. She gave a brief summary of her experience with the Land Bank and her familiarity with finances, administrative support, and government procedures. She recently retired and is interested in a part time position. She said she has another 12 hour per week job and our 6-10 hours would be a good fit.

John Christensen asked if updating the outdated information about CPC and its roles would be part of her job. She answered that policy would be the duty of the committee, but she is happy to keep the web pages up-to-date.

There was discussion about her schedule, with all agreeing that she needed a fixed, predictable, block of time in the office, so as to be available to the public, but that she should work that out with Rhonda (who shares the desk) to her convenience.

Bea moved, John Rau seconded, to appoint her to the position of Administrative Assistant to the CPC – voted. Bea mentioned that Heidi Deitterich had prepared a manual. John C. said he wanted to see it.

Minutes: The minutes of the meeting of October 19, 2022 were approved as distributed.

Budget: Jeffrey had distributed a budget from the Accountant showing how much funding is in each bucket for the upcoming year. Bea pointed out that we had decided FUEL was not eligible, so it should not be listed as a potential grant. Jeffrey said more money will be coming, but it is uncertain if for this year or next.

Schedule: December 7 – discuss applications
December 14 – public hearing

John C. said he wanted materials in advance, at least by Friday prior to meetings in order to review them properly. He also said he thought there should be an opportunity for people to put items on the agenda. Jeffrey apologized for the lateness of the information at this meeting.

Respectfully submitted
Beatrice Phear