

**West Tisbury Finance Committee Meeting
At the Howes House
July 9, 2019**

In Attendance: Greg Orcutt, Doug Ruskin, Gary Montrowl, Clark Rattet and Jane Dreeben

Guests: Bruce Stone, Skipper Manter, Jennifer Rand

Greg Orcutt, Chair, called the meeting to order at 5:00 pm

- **Minutes:** Doug motioned to approve the Minutes of May 28. Clark seconded.
The motion passed unanimously 5-0.
- **Old Business:**

I. Reserve Fund Transfers:

1. Request for \$1,000. For ACO to cover FY2019 shortages. Jen explained that they had realized they had missed a step increase for Tony last year. Bruce further explained that his Anniversary date had changed when he took over as ACO. \$600. is to cover that retroactive pay. The other \$400. is to cover hours worked by the Assistant ACO covering Tony's vacation time in June.

Doug made the motion to approve the transfer of funds. Clark seconded.
The motion passed unanimously 5-0.

2. Request for \$6,000. To cover FY 2019 shortage for the temporary emergency generator at the Public Safety Building. Gary asked when the permanent generator would be in? Jen said she had just awarded the bid and it would take 17 weeks to arrive. She has the money in her FY2020 budget to cover the temporary generator for the 4 months, this is just to cover the unforeseen expenses of the temporary one in FY 2019. There was more discussion about money, going forward.

Gary made a motion to approve the transfer of funds. Clark seconded.
The motion passed unanimously 5-0.

II. Probation status of the Administrative Assistant.

Greg said that in May, he and Doug had met with her to discuss the situation. They had received no Minutes from her since December 2018 and felt that she had not been fulfilling her job requirements. They offered to extend the probation period another 3 months with improvements to her performance to be made. She then went on vacation and there was no communication. On June 8th Greg composed and sent a letter (attached). He received a phone call from her on or around June 13th where she stated that she would get all of the past due minutes to Greg within the week. Greg never received the minutes and again, there was no further communication. A second letter was sent (attached) and there was no response.

Greg then asked the committee to recommend termination. They discussed wording, but Doug pointed out that during a probationary period no cause needs to be given for termination.

Doug made a motion to terminate the Administrative Assistant for not completing her probationary period. Jane seconded.

The motion passed unanimously 5-0.

The committee then discussed how to proceed for the hiring of a new Admin. Assist. They said they would like to have someone in place by September. Jen said that an ad could go in the paper next week to run for 2 weeks. She suggested a deadline of August 1st. There was further discussion on the interview process with advice from Jen. Doug suggested they appoint 2 members to review and narrow the list. Jane and Doug volunteered with thanks from Greg.

- **New Business:**

Doug has been asked to be an Associate Member of the Planning Board. He asked if any of the others would have a problem with it? He is still not sure if he wants to. Greg's only concern would be timing conflicts, and wanted to be sure the Fin Com was his priority. He agreed and said that he would let them know what he decides.

Doug mentioned that they needed to get Patty Moore in; no decision was made.

Doug also brought up that they need to think about having the discussion about budgeting with departments that have revenue. It was suggested that it be on the August agenda if the personnel item (admin Assist) doesn't take up too much time.

Committee Reports: None

Correspondence: None; but Clark turned in receipts for his travel to (?) for reimbursement. Greg signed and turned over to Bruce to be taken from FY 2019.

With no further items to discuss, Greg moved to adjourn. Seconded by Jane.

Approved unanimously 5-0

Meeting adjourned at 5:40 pm

Respectfully submitted,

Janice Haynes
Administrative Assistant
7/10/19

-Approved 8/13/19-