

# IMPROVING WEST TISBURY GOVERNMENT TASK FORCE

## MINUTES

December 1, 2023

PRESENT: John Christensen, Cindy Mitchell, Susan Silk, Susan Wasserman, Andy Zakais

John called the meeting to order at 4 p.m.

There were no minutes to approve.

### OLD BUSINESS

We made one edit to the draft survey for committees. Question 6 will read: “Previously, have you served...”

On a roll call vote, the committee voted unanimously to approve the survey and send it out.

John will send the survey and accompanying letter to the committee assistants on Sunday night for distribution. After a week, a tickler email will be sent to remind members to fill out the survey.

Sue asked what we would consider a good response. 50% was agreed—100 responses.

How will we rank the responses? Chart the results? Survey Monkey will give us an analysis.

We emphasized that our role is to facilitate good government practices. There will be opportunities to identify, reinforce “good government” practices, and to suggest training options.

Meeting with administrators—staff focus groups—were suggested. We need to hear people’s frustrations, where committees are not getting the info they need. As well as suggestions for procedures to smooth operations/communications. There may be a need to require professional submissions/opinions/forms on a timely basis, i.e. Conservation Commission frustrations. We can help identify those issues and suggest administrative solutions.

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Cindy mentioned a Gazette request for an interview. The committee thought that was a good idea. Previously approved survey press releases will go out next Tuesday to both papers.

John presented a suggested committee logo. It was warmly received.

There was a brief discussion of the current town board and committee list. Complete for now.

## NEW BUSINESS

Committee handbook discussion. Sue has received permission from the Manchester-By-The-Sea Town Clerk to use and redraft their committee manual to reflect West Tisbury's needs. She envisions a front section that would be general committee info and then tabs for each board/committee with relevant state statute/town bylaws; committee charge; other particulars. This will require a careful review of town bylaws plus state mandates.

Any committee member suggestions or additions to include, please forward to Sue.

Our next meeting will be Friday, Dec 15th at 4:00 p.m.

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

Susan Wasserman

Approved: December 29, 2023