

IMPROVING WEST TISBURY GOVERNMENT TASK FORCE
MINUTES
September 21, 2026

PRESENT John Christensen, Susan Wasserman, Chelsea Joiner, Angela Luckey
ABSENT. Cindy Mitchell and Sundy Smith

Zoom meeting began at 3:44 pm due to technical difficulties. Chelsea joined the meeting at 3:48 pm and Angela was able to get into the Zoom meeting at 3:55 pm.

Discussed Position Manual Template.

- Angela inserted sections for regional appointments and permitting boards.
- Hyperlinks had not been inserted yet. The website update has impacted the hyperlinks listed in the Governing West Tisbury Manual.
- Would like to include a brief cover letter that Susan outlined during the meeting.
- Once hyperlinks have been inserted, we will send out the updated draft with a cover letter to administrators and ask them for feedback around October 16th, as discussed during the administrator meetings.

Hoping to gather tacit knowledge from administrators once they have had a moment to review the template created. The template serves primarily as a prompt for administrators to work from and can be modified by individuals as needed for their own position.

Once we have input from the smaller group of administrators and the format nailed down, we can branch out into other external town departments (i.e. highway department, the library).

Discussion about who might be the holder of this information and monitor annual revisions and ongoing compliance.

- HR will be doing onboarding but at this time the higher priorities are developing policies and procedures to ensure the town is in compliance with state laws.
- In the future, HR can incorporate this information into onboarding packets, ensuring records are saved in an appropriate location, and tracking compliance month every year.

TASKS:

- Susan will finalize the draft introduction.
- John will add the hyperlinks.

- Angela will send out the final letter and draft template to participating administrators.

Our next meeting will be October 19, 2026, at 3:30 pm, at the Town Hall and on Zoom.

Meeting adjourned at 4:29 p.m.

Respectfully submitted,

Angela Luckey

ON-GOING LIST OF TOPICS THAT WE HAVE DISCUSSED, DON'T WANT TO LOSE TRACK OF AND NEED TO DISCUSS WITH STAKE HOLDERS
[NO PRIORITY ORDER]

1. Importance of comprehensive complete contact list of committee members—how to get names and contacts and who/where should it reside?
2. Term Limits-pros and cons
3. Practice of committee members abstaining from votes citing “conflict of interest,” but participating in debate and discussion
4. TRAINING ITEMS
 - a. Need a process to “on-board” committee chairmen and members. How committees should function or how to improve committee function?
 - b. Investigate training options—Mass Municipal Association and others
 - c. How often—quarterly?
5. Are all current boards and committees necessary?
6. DISCIPLINE:
 - a. Is a procedure needed to remove committee members? How would it work?
 - b. Can WT discipline employees (including volunteers) under state statutes for assault, bribery, harassment, illegal activity, fraud etc. or do we need (do we have) town bylaws?
7. Regular “customer” satisfaction surveys? Who are the customers/consumers? How to access?
8. Audit function is important
9. The value of time sheets for volunteers to quantify contribution to town governance-to be discussed. Maybe too cumbersome.
10. BEST PRACTICES:

- a. Should Town require committees to update their bylaws regularly?
 - b. Is there an expectation and/or mechanism to regularly report committee deliberations to their appointing boards? Importance? How to institute?
11. Succession planning: how to record actual tasks
12. How to incorporate other, relevant, documents helpful to committees? Where should they reside? How to access?
13. COMPLIANCE/KEEPING TASK FORCE WORK CURRENT:
- a. Create “Compliance April” for annual review of committee functions,
 - b. How to create, implement, get buy-in, and monitor?
 - c. Who is responsible for updates to Mass Gen laws, bylaws, etc? How will they get that info? Where will it be stored?

APPROVED – Monday, October 27, 2026