

CPC minutes for June 20, 2012

Approved July 25, 2012

Review/approve minutes, Review/approve invoices, Discussion with Philippe Jordi, Update Chairman appointments., Review FY13 Calendar. Review CPA Legislation Changes, Announcements

Present: Sean Conley, Glenn Hearn, Dale Julier, Cheryl Lowe, Gary Montrowl, Susan Phelps, Peter Rodegast; Pam Thors, New Administrative Assistant, Tony Nevin, Retiring Administrative Assistant.

A quorum being present, Glenn called the meeting to order at 5:34.

The minutes of June 13th were corrected and approved unanimously.

Invoices for ongoing projects were reviewed and approved as follows:

Preservation of Town Documents, \$826.09-Moved, seconded, and approved unanimously.

Payroll for Tony Nevin, 76.5 hrs– Moved, seconded, and approved unanimously.

The following motion was reviewed and approved unanimously;

The Community Preservation Committee hereby approves the transfer of the entire balance remaining out of the \$100,000 allocated to the West Tisbury Affordable Housing Municipal Trust pursuant to the appropriation of \$225,000 at ATM 2010 and its' use by the trust as set forth in Warrant Article #33 Affordable Housing Trust Funds.

Tony reminded the Board that they had authorized him to submit for payment invoices up to \$200.00 for administrative expenses without prior approval of the Board. He recommended that the Board authorize Pam to be able to do the same. Peter moved to allow Pam the authority to submit for payment invoices up to \$200.00 for administrative expenses without prior approval of the Board; Susan seconded; and the motion passed unanimously.

Discussion ensued regarding Pam's payroll schedule and rate. All agreed that signing her payroll once a month at the monthly meeting would be the most efficient schedule. The issue of her starting step was discussed and her previous experience as an Administrative Assistant in the Town Hall cited.

Sean moved to start Pam at Grade E, Step 3, pending Personnel Board approval. Susan seconded the motion. The motion passed unanimously. Pam will submit all paperwork to the Personnel Board to review at their next meeting.

The meeting was adjourned at 6:40.

Respectfully Submitted,

Pam Thors, Admin.Asst.

