**Dukes County Advisory Board on Expenditures**

Minutes

**Monday, November 19, 2018**

**12:30pm**

**Dukes County Administration Building**

9 Airport Rd., Edgartown, MA 02539

**County Advisory Board (CAB):** Arthur Smadbeck (Edgartown – 38.60%), Skipper Manter (West Tisbury – 12.45%), Melinda Loberg (Tisbury 13.52%), Bill Rossi (Chilmark – 16.56%) and Brian Packish\*\*\* (Oak Bluffs – 14.10%)

\*Arrived late

\*\*Left early

**Dukes County Commissioners (DCC):** Leon Brathwaite, Christine Todd, Tristan Israel, John Cahill (Commissioner-elect) and Keith Chatinover (Commissioner-elect)

**County Staff Present:** Martina Thornton – County Manager, Ann Metcalf (Ann M.)–County Treasurer, Paulo DeOliveira—Register of Deeds, Bob Rosenbaum – Chair, Martha’s Vineyard Airport Commission (MVC), Ann Richart (Ann R.) – Martha’s Vineyard Airport Manager, Chuck Cotnoir—Director of Emergency Management

**Others:** Paddy Moore—Healthy Aging MV, Julie Fay—MV Community Services, Rise Terney—MV Center for Living, Lynn Christoffers – MVTV, Landry Harlan—Vineyard Gazette

**Art called the meeting to order at 12:30 pm**

**Minutes:**

The CAB decided to hold on the approval of the minutes from August 8th until the next meeting so that there would be sufficient time for all members of the CAB to review.

**FY2019 Budget Amendments/Stabilization Fund:**

* **FY19 Budget Amendments:** Martina said that the last meeting of the DCC, they approved a budget amendment for a $3,000 increase in cost for the FY18 audit. The CAB asked if the County Manager had solicited any other proposals for the audit. Martina said that a three year contract has already been signed by the treasurer for FY18-FY20. The CAB said that the contract should not have been signed without the approval of the CAB and that the County should have solicited other proposals to get the best price. The CAB said that they are not inclined to note the increase and would like the County Manager to renegotiate the contract. Martina said that she believes the price increase is justified as an additional six pages of reporting are required going forward and that the County is happy with the current auditors and has a good working relationship with them.

**\*Brian Packish arrived at 12:41PM**

* **Stabilization Fund:** Martina said that the CAB previously approved the creation of a stabilization fund but decided to wait to populate it until the FY2018 year end balance was known. Martina said the FY2018 year-end balance is $765,939.88. A discussion was had. Skipper said that per statute, the County cannot keep more than 10% of the Town assessments. The CAB had previously discussed appropriating $250,000 to the stabilization fund to give the County the working capital it needs for daily business. The CAB is suggesting to leave $50,000 in the unreserved fund and then return the balance of the funds to the Towns. Skipper said he believes it would be inappropriate to move money into the stabilization fund without the Towns approval, especially since the County has already over-assessed the Towns. Art suggested that moving forward, for FY2020, we could ask for Town approval at the Annual Town meeting, but its not practical to do it for FY2019. Brian asked what the justification is for the request for $250,000 in the stabilization fund if we already have $150,000 in capital improvements and $50,000 in the unreserved fund? He said that if the need is for a few small capital improvement projects and to have funds available for unforeseen/emergency needs, couldn’t we meet those needs with a smaller balance in the stabilization fund? Could we also look at short-term borrowing which would then reduce the Towns assessments? Martina said that she wanted to clarify that the $150,000 in the capital improvement fund is already spoken for and it takes 1.5 years to get the money recouped from trial court rent. She said that she needs cash flow to operate the County including approximately $750,000 to run the regional programs which don’t get invoiced to the Towns until November 1st. Skipper suggested that we could invoice the Towns quarterly to improve cash flow. Melinda suggested that we put $250,000 in the unreserved fund and ask for approval from the Towns to populate the Stabilization fund for FY2020. The CAB agreed with this approach.

**Skipper/Brian made a motion to keep $250,000 in the unreserved fund for FY2019 and return the remainder of the FY18 year-end balance to the Towns, after the County Treasurer has assured that the ~$765,000 is not committed to other things (i.e. Registry of Deeds). So voted. Chilmark, Yes. Oak Bluffs, Yes. Tisbury, Yes. West Tisbury, Yes. Edgartown, Yes. Motion Carries.**

**Skipper/Bill made a motion to authorize the County Manager to issue a warrant article to the Towns to Transfer up to $250,000 from the County unreserved fund to the stabilization fund at the end of fiscal year 2019, according to the equalized valuation formula (EQV). So voted. Chilmark, Yes. Oak Bluffs, Yes. Tisbury, Yes. West Tisbury, Yes. Edgartown, Yes. Motion Carries.**

**FY2020 Regional Services Budget**

* **MV Senior Services (Center for Living):**  FY2020Budget was distributed for discussion (see attachments.) A discussion was brought up about the proposed County 5% administrative fee for regional services. Bill said that there was pushback from Chilmark finance committee to have the 5% come from the Town side. He suggested that Martina add the 5% afterwards and charge the service directly. Skipper said he opposes the proposed fee altogether. He said the taxpayers are paying for it either way, whether it comes out of the service side or the Town side. Martina said that the 5% fee is an attempt to balance the County budget deficit due to the loss of the Sherriff alarm fees. A significant amount time and energy is put into overseeing the regional programs and the County is not being compensated for this work. She said that an alternative option would be to raise the Town assessments by 2.5%, which hasn’t been done in eight years. The CAB agreed that the discussion regarding the 5% County administrative fee would need to be continued at a later date. Approval of the FY2020 regional services budgets are more pressing at this time.

**\*\*Brian Packish left early at 1:33PM**

**Skipper/Bill made a motion to authorize a warrant article request for $533,256.36 from the Towns for the FY2020 Center for Living Budget. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

* **Counselling, Outreach & Referral for Elders (C.O.R.E):** The proposed C.O.R.EFY2020Budget was distributed for approval (see attachments.)

**Skipper/Melinda made a motion to authorize a warrant article request for $80,000 from the Towns for the FY2020 C.O.R.E. budget. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

* **Healthy Aging MV:** The proposed Healthy Aging MV FY2020Budget was distributed for approval (see attachments.)

**Skipper/Bill made a motion to authorize a warrant article request to the Towns for the FY2020 Healthy Aging MV budget of $68,446. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

* **FirstStopMV:** The proposed FirstStop MV FY2020Budget was distributed for approval (see attachments.)

**Skipper/Bill made a motion to authorize a warrant article request for $31,300 from the Towns for the FY2020 FirstStop MV budget. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

* **Vineyard Health Care Access Program (VHCAP):** The FY19 Amendment & FY2020 Proposed budget for VHCAP was distributed for approval (see attachments). A discussion was had. Martina said the budget has gone up, but so has the grant funding. No additional funding is requested from the Towns, there is a savings of $28,000 for FY19 and a savings of ~$20,000 for FY2020. There is a $6,000 amendment for FY19, due to the contract that was signed with MV Hospital resulting in VHCAP adding a part-time position.

**Skipper/Melinda made a motion to approve a $6,000 amendment to the FY19 VHCAP budget. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

**Skipper/Melinda made a motion to authorize a warrant article request for $351,840 from the Towns for the FY2020 Vineyard Health Care Access Program budget. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

* **Dukes County Social Services:**  The FY19 Amendment & FY2020 Proposed budget for Dukes County Social Services (DCSS) was distributed for approval (see attachments). There is an amendment for FY19 because the County did not have to pay for a benefit package as was anticipated. The warrant request for FY2020 is for $50,000.

**Skipper/Melinda made a motion to approve the amendment to the FY19 Dukes County Social Services budget from $88,066.61 to $83,500.00. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

**Melinda/Skipper made a motion to authorize a warrant article request for $50,000 from the Towns for the FY2020 Dukes County Social Services budget. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

* **Substance Use Disorder Prevention (SUD):** The request for $30,000 for SUD prevention was distributed for approval (see attachments). A discussion was had. Skipper said he believes that the $15,000 budgeted for the schools should come out of their budget going forward. Melinda asked whether there was coordination going on among the various groups that are tackling drug prevention. Christine said that the SUD prevention Coalition meets monthly and it includes law enforcement, clergy, members from the hospital and other health organizations, Dukes County Health County members, Healthy Aging MV, etc. The list of initiatives and ongoing campaigns is substantial.

**Skipper/Bill made a motion to authorize a warrant article request for $30,000 in FY2020 from the Towns for the substance use disorder prevention initiative. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

**MV Center for Living- Director Longevity (FY2018):**

Martina said that there was a budget line for FY18 for $1,787.97 for Director Longevity which was never paid out. The Director for the Center for Living has requested this payment, but Martina said that she needs approval from the CAB since FY18 has already closed. She said that there are extra funds in the FY19 budget because we budgeted for two county employees, who are now with the Center for Living, so it could come out of the FY19 budget. There are also two amendments to approve for FY19: approval of the changes to payroll for the two employees that were originally budgeted as County employees but who are now Center for Living employees and an adjustment for the line item for food from $6,000 to $18,000.

**Skipper/Melinda made a motion to pay $1,787.97 for FY18 Director longevity, and to take the funds from the FY19 budget. So voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

**Skipper/Melinda made a motion to approve the FY19 amendments for the payroll changes for the two Center for Living employees and for the amendment from $6,000 to $18,000 for food. So voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

**FY2020 Proposed Budget:**  The FY19 budget summary sheet was distributed (see attachments). Martina said that if the proposed 5% administrative fee is approved, it will generate about $60,000 for FY2020. A discussion was held. Skipper reiterated that he doesn’t support this administrative fee. He said that if we need to do it, that we should raise the Town assessments instead. He said It comes out of the taxpayer’s wallet, so why are we hiding it in administrative costs? Martina said that it would be over a 2.5% increase in assessment so it would require a two-thirds vote. Art said that the 5% administrative fee applies to non-mandated programs and would be based on the 50/50 Town formula not the equalized valuation formula. The fees will be part of each warrant article and the taxpayers will have the opportunity to approve (or veto) them at Town meeting. Skipper asked why there is no Other Post Employment Benefit (OPEB) contributions for FY2020. Martina said because we can’t afford it. Skipper said that we need to find out what the required yearly amount is and make the contribution. He suggested that the County ask the Towns for $100,00 and use the argument that due to the loss in Sheriff’s alarm fees, we need to recoup funds in order to meet our obligation to contribute to OPEB.

**Melinda/Skipper made a motion to authorize a warrant article request for a $100,000 appropriation in FY2020 from the Towns, based on the equalized valuation formula, for OPEB contributions. So Voted. Edgartown, Yes. Chilmark, Yes. Tisbury, Yes. West Tisbury, Yes. Motion carries.**

**County Manager’s Report:**

Martina gave an update on the Courthouse heating emergency and said that the DCC approved a $40,000 appropriation for asbestos pipe removal, chimney relining and the installation of larger circulating pumps. $25,000 will be appropriated from the Capital Improvement Fund and $15,000 will be appropriated from the Unreserved fund. The CAB asked how much will be returned to the County. Martina said it will be 87%. The CAB said that the DCC needs to take a harder look at the Courthouse issues and it is time to renegotiate our contract with the State. Leon said that we could ask the State to renegotiate funds and method of payment. He said that perhaps the money for emergencies can be funded directly from the State instead of having to wait for reimbursement. Martina said there was a meeting that was supposed to be scheduled with the State Trial Court officials and staff and was postponed until after the elections. She will work on getting this rescheduled. Skipper said that it is very clear that the building is no longer adequate and we are facing crumbling infrastructure. There has been discussion that down the line, a good option for a new Courthouse would be to contract for a new building at the Airport Business Park. Perhaps the building could be sold and that would reduce the landlord burden on the County. It is an ongoing discussion but the DCC needs to make it a higher priority.

**Melinda/Skipper made a motion to adjourn. So voted. Edgartown yes, Tisbury yes, West Tisbury yes and Oak Bluffs yes. Motion carries.**

**CAB meeting was adjourned at 2:31pm.**

Respectfully Submitted by:

JOSEPH E. SOLLITTO, JR., Clerk of Courts

**Documents presented at the meeting and part of the Official Records:**

* Agenda
* Draft CAB Minutes from August 8th, 2018.
* Dukes County FY19 Budget Summary Sheet and Proposed FY2020 Budget
* MV Center for Living FY2020 Budget
* FY20 CORE Budget Request
* FY20 Healthy Aging MV Budget Request
* FY20 First Stop Budget Request
* VHCAP FY19 Amendment and FY2020 Proposed Budget
* Dukes County Social Services FY19 Amendment and FY20 Budget request
* FY20 Substance Use Disorder Budget Request
* Letter from the County Manager dated November 9, 2018 to the Boards of Selectmen re: the 5% Administrative Fee
* FY2020 Calculation of 50/50 formula
* Email from Bill Veno of the Martha’s Vineyard Commission Re: Invitation: MA Rural Plan Listening Session
* Letter from the Boards of Selectmen of Oak Bluffs and Tisbury dated September 18, 2018, RE: Request for Consideration of Municipal Government Funding.
* Letter from the County Manager dated November 9th, 2018 Re: Request for Consideration of Municipal Government Funding