**Dukes County Advisory Board on Expenditures**

Minutes

**Tuesday, September 5, 2017**

**2:00pm**

Dukes County Administration Building

9 Airport Road, Edgartown, MA

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

**Dukes County Commissioners (DCC):** Christine Todd, Tristan Israel, Bob Zeltzer

**County Staff Present:** Martina Thornton – County Manager, Connie Andrade - Administrative Assistant to County Manager , Noreen Mavro Flanders – County Treasurer, Paulo DeOliveira – Register of Deeds, Ann Metcalf – Asst. Treasurer, Chuck Cotnoir – Dukes County Emergency Manager

**Others:** Joanie Ames – MVTV, Steve Myrick – MV Gazette

**Art called the meeting to order at 2:01pm**

**Discussion of Mass General Laws, Chapter 35, Section 28, 28B and 30 and Chapter 34A, Section 18,15,16 and 20:**

Art reviewed the Mass General Laws with the CAB including the timelines and procedures for submitting the proposed County Budgets. Prior to Oct 1st of each year, the Department Heads should have their budgets to the County Manager. On or before November 1, the itemized budget should be finished and copies of the proposed budget and three previous years will be sent to the Selectmen and Advisory Board. Prior to the submission by the Clerk of the County Commissioners of any county to the Advisory Board on county expenditures of any proposed expenditures said county commissioners shall hold a public hearing to determine priority needs in said county. The CAB said if the Airport has not submitted their budget by November 1st then the County Manager is required to use the prior year’s budget. Chapter 35 Section 30 says that any unused assessment in excess of 10% of the town’s assessment is to be used to reduce the town’s assessments. A discussion was held. Noreen said the Cape and Island License Plate monies should not be returned to the towns. The CAB said if the money can’t be used, there’s no sense in having the program. Skipper said that the Registry of Deeds monies should also be returned because the law states “all sources”. The CAB said the goal is to achieve the required dates for the budget preparation.

**Discussion of Budget Process Guidelines as Written in Appendix I of the Dukes County Administrative Code:**

The CAB reviewed the budget process in the Dukes County Administrative Code. Prior to October 1st the Treasurer must prepare budget worksheets for the County Manager. The County Manager will then distribute to the Department Heads. Not later than Nov. 15th the County Manager obtains the dates for submission of the warrant articles. The Department Head budgets should be submitted to the County Manager prior to October 1st. Prior to November 1st the DCC will hold a public hearing on the draft budget. After the public hearing, the County Manager will submit the proposed draft budget to the towns Finance Committee (Fincoms) and the CAB. Prior to Nov 1st the DCC must vote on budget and have a hearing. Prior to April 2nd the CAB must vote on the proposed budget with preference to have them completed within the first two weeks of March.

**Discussion of Disposition of Unreserved Fund:**

The CAB said the money will should be used to decrease the assessments in the future. A discussion was held. Noreen said the Cape and Island license plate money is included in the Unreserved fund balance. The CAB said in the future, those monies should not include in the Unreserved Fund balance.

**Skipper/Bill made a motion to return $250,000.00 to the towns. So voted. Tisbury yes, West Tisbury yes, Chilmark yes and Edgartown yes. Motion carries.**

**Discussion of Capital Improvement Fund:**

Martina said the air conditioning will be finished this year; but the funds still need to be appropriated. Those monies will be moved from the Capital Improvement Fund into the Capital Improvement budget and the County should have a public hearing. The funds spent in FY2018 submitted to the trail courts and the County will receive those funds FY2019. There was also $15k left after the roof repair and she would like that amount used for the capital improvement at the courthouse. In FY2019, she will need $210k for capital improvement repairs at the courthouse and $31k to make repairs at the administration building. The CAB asked Martina to prioritize the projects. Skipper said if the handicap ramp needs repair the State should pay the full cost and make the County wait a year to get reimbursed. Martina said the County has a lease with the State and we are responsible for repairs. The CAB asked the DCC to authorize Martina to work with the State regarding Capital Improvements at the Courthouse.

**Skipper/Bill made a motion to approve the beginning process for courthouse improvements including the handicap ramp and chair lift and the County Manager will begin the process bid, while the County Advisory Board schedules a public hearing to appropriate funds for these projects. So voted. Tisbury yes, West Tisbury yes, Chilmark yes and Edgartown yes. Motion carries.**

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

**CAB meeting was adjourned at (3:35pm).**

Respectfully Submitted by:

JOSEPH E. SOLLITTO, JR., Clerk of Courts

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

* Agenda
* FY2018 Capital Improvement Fund Balance Sheet