**Dukes County Advisory Board on Expenditures**

Minutes

**Tuesday, January 30, 2018**

**1:00pm**

Dukes County Administration Building

9 Airport Road, Edgartown, MA

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

**Dukes County Commissioners (DCC):** Tristan Israel

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

**Others:** Joanie Ames – MVTV

**Art called the CAB meeting to order at 1:00pm.**

**Minutes:**

**Skipper/Bill made a motion to approve the minutes of October 5, 2017 as presented. So voted. Chilmark yes, West Tisbury yes, Tisbury yes and Edgartown yes. Motion carries.**

**Skipper/Bill made a motion to approve the minutes of November 7,2017 as presented. Tisbury yes, Chilmark yes, Tisbury yes and Edgartown yes. Motion carries.**

**Skipper/Bill made a motion to approve the minutes December 12, 2017 as amended** **(the paragraph that stated Skipper recommended the Cape and License Plate money be used for help with the homeless was removed and help with affordable housing was inserted. ) So voted. Chilmark yes, West Tisbury yes, Tisbury yes and Edgartown yes. Motion carries.**

**Proposed FY2019 Budget:**

Martina reviewed the FY2019 proposed Budget with the CAB (see file) for County Commissioners, Treasurer’s office, Registry of Deeds, Vineyard Health Care Access, Center for Living and Social Services. She highlighted the recent amendments:

* **Health Insurance Rates**: Martina said she had to increase the health insurance line in the FY19 Proposed budget for Vineyard Health Care Access, the Center for Living and the Social Services programs. She has sent the revised numbers to the town administrators today. She also said the health insurance line for the County Manager’s office, the Registry of Deeds, the Treasurer’s office and the Parking clerk all were reduced.

**Skipper/Melinda made a motion to allow the changes per the health insurance contract in the proposed FY2019 Budget. So voted. Melinda yes, Bill yes, Skipper yes and Art yes. Motion carries.**

The CAB reviewed the proposed FY2019 budget and noted the following items:

* **Homeless Prevention:** Martina gave a brief history of the homeless program and said Karen Tewhey, the Homeless Case worker, manages the hotel voucher programs and has raised approx. $10K in grants.
* **Cape and Island License Plate Revenue:** The CAB asked Martina to give them more information at their next meeting as to how the County will utilize the funds.
* **County Treasurer’s Department:** The CAB said there was in an increase of $25k and asked Noreen to research and report back. Noreen said she will report back at the next CAB meeting.
* **Transfer out to Other Funds:**  The CAB said they would like to see the final audit before raising the OPEB from $120k to $150k. The CAB discussed using the Unreserved Fund to cover the extra $30k into OPEB. Skipper said that is not ok and would like to see if other areas in the budget can cover the $30k.
* **Registry of Deeds Overhead Costs at the Courthouse:** Martina said in FY2019 proposed budget the Registry of Deeds will be paying 13% for some of the courthouse overhead costs.
* **Courthouse Capital improvements:** The CAB asked Martina for an updated Capital Improvement Fund report.
* **Lease Second Floor at 29 Breakdown Lane, Tisbury:** Martina said the 2nd ad has been placed. The deadline for proposals is Feb. 1, 2018. A discussion was held. Martina said if the County does not receive any proposals to lease the 2nd floor that the CAB should consider other options to use that space.
* **Emergency Management Budget:** The CAB would like a memo from Chuck as to which County emergency vehicles are insured.

**Manager’s Update:**

* **County Municipal Advisory Committee:** The CAB asked Martina if she could create a mission statement for the next CAB meeting. A discussion was held. The CAB said that one person from the CAB would represent all the towns. Skipper said to ask DOR to come and do a study for the County.
* **FY2019 Proposed Budget Public Hearing:** Is scheduled for Thursday, February 22, 2018 at 5:00pm. The location will be decided depending on availability.
* **Courthouse:** The capital improvement budget for FY2018 includes the new handicap ramp and a new handicap lift being installed.

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

 CAB Meeting was adjourned at 2:13pm

Respectfully Submitted by:

JOSEPH E. SOLLITTO, JR., Clerk of Courts

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

* Agenda
* FY2019 Proposed County Request for Funding Spreadsheet
* FY2019 Proposed Registry of Deeds Budget
* FY2019 Proposed County Commissioners Budget
* FY2019 Proposed County Treasurer Budget
* FY2019 Proposed Social Services Budget
* FY2019 Proposed Center for Living Budget
* FY2019 Proposed VHCAP Budget