

The Dukes County Advisory Board on County Expenditures

Minutes

Friday, June 28, 2019

2:30pm

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%) and Melinda Loberg (Tisbury 13.52%)

Dukes County Commissioners (DCC): Leon Brathwaite

County Staff Present: Martina Thornton – County Manager, Paulo DeOliveira- Registrar of Deeds, Ann Metcalf – County Treasurer, Cindy Martin – Airport Director

Others: Dusko Stajic—MVTV

Art called the meeting to order at 2:34 pm

Minutes:

Melinda/Skipper made a motion to approve the CAB Minutes from April 10th, 2019 as presented. So voted. All in favor. Motion carries.

FY2019 Amended Airport Budget:

Cindi Martin introduced herself as the new Airport Director and presented the CAB with the amended FY19 Airport budget. She said she anticipates the airport would end the fiscal year in the black. Cindi said at best the Airport would break even for the year. A discussion was held. The CAB discussed leaving the budget at \$366k knowing it will be less than that or does the Treasurer have something different she'd like to see amended. Ann said she would like to see an amended budget to at least a zero balance. It was agreed that the CAB could not approve a deficit budget. Martina then recommended increasing the revenue for a total of \$5,114,000 by adjusting the projected revenues of the Non-Aviation Properties to add \$200k to a \$1,900,000 projection and for FBO \$50k to a \$2,029,000 projection which will avoid the deficit. Cindi and Martina agreed to only adjust the revenue side and not decrease the expenses to balance the budget.

Skipper/Melinda made a motion to approve the FY2019 Airport Budget amendments as presented and further discussed to arrive at a balanced budget as proposed. So voted. All in favor. Motion carries.

FY2019 Budget Transfers – Vote:

Martina reviewed the proposed transfers (see attached). The various transfers were: Commissioner's department \$3,608.30, Courthouse \$457.59, Administration building \$383.26, Breakdown Lane \$134.40, NY Ave Building \$20.59, Natural Resources \$8,230.76, Emergency Management \$21.70, Veteran Services

\$236.70, Registry of Deeds \$870.00, Parking Clerk \$2,830.72, VHCAP \$442.86 & \$647.20, Treasurer's Office \$36,170.69. The remaining monies in the Treasurer's Dept. of \$11,509.00 is leftover and is not being transferred.

There was a lengthy discussion regarding the expenses. The CAB would like to have the prior year unpaid bills brought before them before the end of the year. Funds should not be expended without the CAB voting to approve the transfers. The CAB said the County Manager can approve up to \$500.00 but they should be made aware at their next meeting. Skipper asked about the monies paid to Noreen for training Ann. Ann M. said no one was hired in the Senior Financial Clerk so there was extra money in that account. Skipper said the original appropriation was for \$15,000.00 and an extra \$10,000.00 was given, but now it appears we paid her \$38,000.00. Ann said \$21k was used for training. Ann said the way Noreen was set up in the payroll system, it went to her old general ledger account which was account number 51001 so she ended up being paid around approx. \$20k for coming in, she also paid a temporary person to come in to do various administrative duties for FY18 to FY19 which was approx. \$4,600. The other part of the \$10k should've been under Noreen's line. Skipper asked when were the extra funds authorized? Ann said so far, she had paid Noreen approx. \$20k. Skipper asked why the County budgeted \$15,000.00 and now the line is up to \$20K plus without any approval from the CAB. The CAB has concerns about this issue. Melinda asked if Noreen was coming in as a temporary employee or a trainer. Ann said she is coming in to help with year-end. Melinda asked why she needs Noreen or can any temporary employee assist. Ann said she needs her to train. Last year was very hectic and there was a question of whether Noreen would be retiring, and she did not get the full amount of training that she needed, so she needed guidance and understanding. Ann said she understands she should've come to the CAB for approval and she apologized. Ann is requesting to move monies from 51003 (Senior Financial Clerk's line) to Noreen's line 51001. Leon said Noreen's numbers should be moved from her full-time employee line to her temporary line for an accurate accounting. Skipper said he will not vote for this transfer; the CAB has a role and rules to follow and he recommends it go back to the DCC. Ann said there's \$5,000.00 in the FY20 budget for Noreen to come in again. Skipper said \$28,500.00 to train someone is excessive. The CAB said bills cannot be paid if there is no money in the lines.

Skipper/Melinda made a motion to allow the County Manager to make transfers within the current budget without needing prior approval from the CAB, if the transfers are under \$500 and the CAB is notified at their next meeting. So voted. All in favor. Motion carries.

Skipper/Melinda made a motion to approve the year-end transfers as shown on the 6-26-19 Transfers spreadsheet, except for the Treasurer's Office. So Voted. All in Favor. Motion carries.

The CAB had a discussion regarding the computer equipment for the Treasurer's office. They also discussed how to handle any excess monies in the general fund by decreasing the town's assessments. Martina said the County will wait for the audited number.

Melinda/Art made a motion to approve the second spreadsheet of the Treasurer's Office transfers, as amended. So voted. Edgartown – yes, Tisbury – yes, West Tisbury – no. Motion carries.

County Manager's Report:

- Parking Lot Pavement Repair: Martina asked the CAB for \$8,000 from the Capital Improvement Fund to pay for a proposal to repair potholes, paving and maintenance at the County Administration Building. A discussion was held. Skipper said the Capital Improvement Fund should not have a balance of more than \$150k. He also asked if the Dukes County Retirement Board would be paying any of this cost. Martina said they are rent free for approx. 20 years for doing the capital expenditures on the building when they first moved in. The CAB agreed to appropriate the full \$8k and have the County Manager review the lease to see if the Dukes County Retirement Board has any financial responsibilities regarding this matter.

Skipper/Melinda made a motion to appropriate \$8,000.00 from the Capital Improvement Fund for parking lot repairs at the County Administration Building. So voted. All in favor. Motion carries.

- Airport Bond Legislature: Martina spoke about the County (Airport) needing to send bond requests to the State Legislature for approval, which ties up funds and causes delays. The Airport had requested that bonds be approved locally for faster processing. Martina requested the bond counsel draft legislation to allow DCC to be the bonding authority in the future with a limitation not to exceed in aggregate a certain number. A discussion was held. The CAB said all the bonding obligations if not met by the Airport would be County and therefore the towns responsibility, so the Airport budget should be approved the same way the County budget is approved, first its approved by the DCC and then the CAB is the final voting authority. This should be reflected in the special legislation. The CAB said if the new legislation is passed, then the County should have more oversight on Airport expenditures. The CAB would like the same measure of control for the Airport as they have for the County budget. Melinda said the Airport may not approve of the wording. The CAB decided to table the discussion of what the cap should be until they have more information.

Skipper/Melinda moved to adjourn the meeting. So voted. All in favor. Motion carries.

CAB meeting was adjourned at 4:11pm.

Respectfully Submitted by:

T. GEORGE DAVIS, Clerk of Courts

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

- Agenda
- CAB Minutes from April 10th, 2019
- FY 2019 Amended Budget & Proposed Transfers