**Dukes County Commissioners**

**Minutes**

**Wednesday, November 7, 2018**

**4:00pm**

Dukes County Administration Building

9 Airport Road, Edgartown, MA

**Dukes County Commissioners Present:** John Alley–Chair, Gretchen Underwood-Vice Chair, Tristan Israel, Christine Todd and \*\*Leon Brathwaite

\*\***Attended via telephone and joined the meeting late**

**Other County Officials Present:** Martina Thornton- Dukes County Manager, Connie Andrade – Asst. to the County Manager, Ann Metcalf – Dukes County Treasurer, Paulo DeOliveira – Register of Deeds, Chuck Cotnoir- Director of Emergency Management Services

**Others Present:** Joanie Ames -MVTV

**Minutes:**

**Christine/Leon made a motion to approve Dukes County Commissioner’s minutes from**

**October 3, 2018 as presented. So voted. All in favor. Motion carries.**

**\*\*Leon joined the meeting via telephone at 4:15pm**

**FY2020 Administration of Regional Services:**

Due to the projected budget shortfall for FY2020, Martina is looking for ways to generate income for the County. One option that has been discussed previously is to institute a 5% administrative fee for the warrant articles that the County administers that then get passed to another agency to implement. A discussion was held. Gretchen asked how much money this policy could bring to the County. Martina said she projected it would be around $70,000-$80,000 for FY2020. Martina said that if the DCC approves it today she will bring it to the County Advisory Board (CAB) and add the revenue to the FY2020 budget. If CAB approves this policy, then the deficit will be resolved. A discussion was held. Tristan said that he anticipates pushback from the Towns. Leon suggested charging the Towns a flat fee. Christine disagreed and said the fee should be a percentage of each budget. Gretchen asked if there were other sources to generate revenue for the County. Leon said that he spoke with the Sheriff again regarding the alarm fees and those funds will not be coming back to the County. Martina said another potential way to reduce the FY2020 deficit would be to put off doing the work on the County building parking lot scheduled for next year. John suggested talking to the Airport about using excess asphalt that there may be left over from their upcoming runway project. Martina said that even taking the cost out of the budget for parking lot work, The County is still left with a $30,000 deficit for FY2020. Tristan asked if it could come out of the Unreserved Fund. Martina said that she was reminded by the CAB that money leftover at the end of the fiscal year needs to be returned to the Towns in the form of reduced assessments. Martina said that a Stabilization Fund needs to be created; otherwise there would only be $50,000 to operate the County with.

**Christine/Tristan made a motion to approve establishing a policy to charge a 5% administrative fee for all non-mandated services by the County. So voted. All in favor. Motion carries.**

**FY2020 Proposed Budget:**

Martina highlighted the changes in the amended FY2020 budget. The Cost of Living Adjustment (COLA) increase of 2% that was approved by the DCC is reflected in the FY2020 budget. Additionally, the budget shows an 8% general liability insurance increase and an 8% health insurance increase. A discussion was held. Leon asked about Martina’s contract that expires at the end of the year. Tristan suggested that a subcommittee should be formed to work on renegotiating her contract. It was agreed that Tristan and Leon would be on this committee. It was also agreed that the subcommittee would look at the Treasurer’s salary. Tristan said that per a prior conversation with Chuck, more money needs to be added to the budget for Emergency Management for vehicle maintenance & repair. Chuck said that the budget should be increased to $4,000. Martina reminded the DCC that she needs an approved budget by November 14th to bring to the CAB; so she needs any amendments before then.

**Surplus- County Truck:**

Martina said the County truck is beyond repair and needs to be declared as surplus. Chuck brought it to the High School mechanic shop to be looked at and they said that the brake lines were rusted beyond repair.

**Christine/Tristan made a motion to declare the County Truck as surplus property and approve of its disposal. So voted. All in favor. Motion carries.**

**Manager’s Report:**

* **Courthouse Emergency repairs -** Martina said that the courthouse will be closed November 8th for the asbestos pipe removal in the basement. The bill for this is $7,000. She has received a proposal from the Chimney contractor for $25,000 for the chimney to be replaced and re-lined. Together, this sum is over the requested amount of $25,000 for the emergency repairs. Martina has contacted three other companies and requested proposals for the chimney repairs. She will give an update at the DCC next meeting.

**DCC Meeting Calendar:**

John asked if the meeting on November 14th, could be held at 2pm instead of 4pm, as the DCC will not have a quorum of the DCC at 4pm. Martina said that the County has a mandatory public forum on that day that has already been advertised for 4pm, but the regular DCC meeting could be held at 2pm.

**Tristan/Christine made a motion to adjourn. So voted. All in favor. Motion carries.**

**The DCC meeting was adjourned at 4:55pm.**

**Certified by:**

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Joseph E. Sollitto, Jr., Clerk of Courts

**Documents presented at the meeting and part of the official record:**

* Agenda
* DCC Minutes 09-24-18
* DCC Minutes 10-23-18
* FY2020 Proposed Budget