

Dukes County Commission (DCC)
Meeting Minutes
Wednesday, November 18, 2021
3:00 PM
REMOTE PARTICIPATION ONLY

Dukes County Commissioners Present: Christine Todd – Chair; John Cahill – Vice Chair, R. Peter Wharton, Keith Chatinover, Leon Brathwaite, Don Leopold

Other County Officials Present: Martina Thornton – Dukes County Manager, Ann Metcalf – County Treasurer

Others Present: Paddy Moore

Christine Todd called the meeting to order at 3:04 PM.

Minutes – will be reviewed at the next meeting

ARPA (American Rescue Plan Act) Funding Planning Discussion

Christine noted that today is a planning meeting and DCC will not be reviewing the individual applications. She asked all the commissioners to review the binder with all the applications and also watch the steering committee meeting where all applicants made their presentations. Also, DCC needs to review the ARPA requirements, so these are applied when decisions are being made. She encouraged DCC members to reach out to applicants and the Steering Committee members with any questions. DCC will at the next meeting talk about if there is a need to invite candidates to give more information to DCC on their applications. Peter was in favor of a group presentation. DCC also needs to assure that the process we use for awarding funds follows the federal requirements and will be satisfactory based on Treasurer's requirements.

The 5% administrative fee proposed is about \$175K and we need to be accountable for these funds and justify expenditures and discuss what will happen if there are any funds left from that amount.

Leon was in support of funding projects that would benefit the whole county not only individuals in the county, building infrastructure that would benefit the whole island.

Peter stressed the importance of setting up the compliance issues. Our auditors will be looking at how we have spent these funds as part of the annual county audit. They agreed to help us with the preliminary review as a separate contractual agreement. We do have their engagement letter. We also have access to what the coalition of other counties in Massachusetts led by Plymouth County has already prepared as grant documentation reviewed by legal counsel and auditors at a minimal cost. We need to negotiate the price but it would be very much beneficial to the county to protect us and also the recipients at the end. We could set up a virtual portal like what the Plymouth County put in place which will also cost some money.

Don noted that DCC needs to think if they want to stay with only the applications that were already received or invite new applications or to create our own based on the feedback we

received. Also, DCC should decide if we will allocate all the funds now, or only part of it now and the rest later when we receive it.

Test MV – run by Island Heath Care – they need funding soon due to cash flow. They do have a good possibility of funding the testing with FEMA/MEMA funds through the Town of West Tisbury. They are looking for commitment of at least three-month funding as the state funding will take longer to be released.

Ann said that we need to treat everyone the same way and policies and procedures need to be developed before we can award funds. Peter said we need to:

1. get approval from Plymouth to use their Terms and Conditions of the award and have it reviewed by our legal counsel.
2. develop applications specific to each applicant we invite to the process.
3. make a decision on engaging with Powers & Sullivan.
4. make a decision if the funding will be reimbursable and what exactly we will be agreeing to pay for (labor, admin./overhead costs, etc.).
5. how we will be receiving documents – set up a portal similar to Plymouth's.

Martina said we have engagement letter from Powers & Sullivan already. Our legal counsel agreed to do the legal review. Comment was made that they will have to draft the grant agreements as well and want to make sure we have a season lawyer knowledgeable about the ARPA requirements. Martina will reach out Tom O'Brien, Plymouth Treasurer to find out how much it will cost us to tap into the Plymouth County's ARPA related documentation, so we do not have to reinvent the wheel – hopefully for a nominal fee. We would have to set up our own portal for the document flow and our auditors already shared who they use for their portal. The Treasurer will have to set it up the way she wants the documents to be organized and who will be able to access what.

Paddy more commented on the process and on need for regional approach.

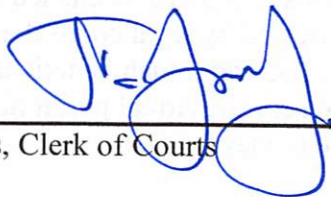
Calendar: Dukes County Commissioners Meeting 12-1-2021 at 4:00PM

Leon/Keith made a motion to adjourn the meeting. So voted. John Cahill – yes, R. Peter Wharton - yes, Don Leopold – yes, Keith Chatinover -yes, Leon Brathwaite – yes, Christine Todd - yes. Motion carries.

The Dukes County Commission meeting was adjourned at 6:15 PM.

The next regularly scheduled meeting will be on Wednesday, December 1, 2021 at 4:00PM.

Certified by:



T. George Davis, Clerk of Courts

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

- Meeting Agenda