

**Dukes County Commission (DCC)**  
**Special Meeting Minutes**  
**Wednesday, January 12, 2022**  
**4:00 PM**  
*REMOTE PARTICIPATION ONLY*

**Dukes County Commissioners Present:** Christine Todd – Chair, R. Peter Wharton, Keith Chatinover, Don Leopold, Tristan Israel, Leon Brathwaite, John Cahill \*(joined towards the end)

**Other County Officials Present:** Martina Thornton – Dukes County Manager, Paulo DeOliveira – Dukes County Registry of Deeds, Ann Metcalf – County Treasurer

**Others Present:** Aidan Pollard – MV Gazette, Rich Saltzberg – MV Times, Bob Johnston – Vineyard Futureworks, Bob Rosenbaum – MV Airport Commission Chair, Melinda Loberg

**Christine Todd called the meeting to order at 4:02 PM.**

Minutes

**Tristan/Keith moved to approve minutes from 1-5-2022. So voted. Peter Wharton - yes, Don Leopold – yes, Keith Chatinover -yes, Tristan Israel – yes, Leon Brathwaite - yes. Christine Todd – abstained. Motion carries.**

Meeting Calendar

**Christine/Tristan moved the calendar as was proposed for first and third Wednesday of the month, the two mandatory meetings fall within these dates. So voted. Peter Wharton - yes, Don Leopold – yes, Keith Chatinover -yes, Tristan Israel – yes, Leon Brathwaite - yes. Christine Todd – abstained. Motion carries.**

ARPA Funding Recommendations

Finance Committee met on Monday and came up with some recommendations. Our attorney reviewed the recommendations and had some additional suggestions. Discussion followed on the individual recommendations (on file). Comments on individual points:

Administrative Recommendations

1. Ann agreed that attorney should review the Powers & Sullivan letter and come up with recommendations before we approve it. Peter said the Powers & Sullivan letter is limiting their scope of engagement to assisting us in developing accounting policies and procedures relative to ARPA reporting requirements and assist in completion and review of required reporting. They will not offer us any opinions to stay in compliance with their role as independent auditors. Peter said we need to ask Powers & Sullivan if they can review the requests from an auditory respect, is it in compliance.
2. The cost to Plymouth for documents is \$7,500
3. Add a word “estimated” 5 percent

4. Counsel needs to also help develop agreements as needed based on unique needs of individual projects. Financial staff in our county is the County Treasurer and her staff. Discussion followed if our auditors will be able to do all that is needed and not be precluded from it because of their role as our auditors and otherwise being in conflict of interest. The final rules for ARPA were distributed to all County Commissioners.

#### Financial Recommendations

No.4 & 5 – discussion followed on other than reimbursement type disbursements and that it needs to be clear that county can reject reimbursement request if not in compliance with ARPA regulations and the grant agreement.

All applicants should be provided with copy of the Summary of the ARPA rules and referent to the full copy of the Rules so they can assure they can commit to compliance.

Part of standard terms and conditions should be that any applicant will indemnify the County from any liability or recourse in case of grant not being awarded for any reason.

Suggestion was made for each document to have a coversheet carrying signature of all parties that need to review it so it is clear that all steps were done and document was approved for further use and processing.

The approval for funding to be released can take “up to” 60 days from when request was made.

Recommendation no.18 – meetings will be held as needed. The finance committee will fulfill this role.

Discussion followed if DCC will go through a tabletop exercise as suggested by the counsel.

\*John joined the meeting. He suggested using the Island Health Care application to go through the exercise process.

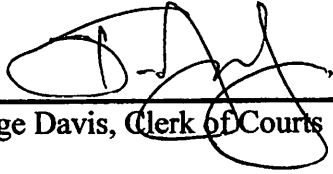
Next steps – set up portal, prepare all documents that we need, get estimated budgets from counsel and auditors on how much would their estimated expenses be. Commissioners will reserve every Wednesday at 4pm to meet for the next several weeks until this is all put in place.

The funds need to be obligated by end of 2024 and all expenditures made by end of 2026.

**Keith/Tristan made a motion to adjourn the meeting. So voted. R. Peter Wharton - yes, Don Leopold – yes, Leon Brathwaite – yes, Keith Chatinover – yes, Tristan Israel – yes, John Cahill – yes, Christine Todd - yes. Motion carries. The Dukes County Commission meeting was adjourned at 5:18PM.**

**The next regularly scheduled meeting will be on Wednesday, January 19, 2022 at 4:00PM.**

**Certified by:**



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T. George Davis, Clerk of Courts

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

- Meeting Agenda
  - ARPA Recommendations