

Dukes County Commissioners
Minutes
Wednesday, November 13, 2019
4:00pm
Dukes County Administration Building
9 Airport Road, Edgartown, MA

Dukes County Commissioners Present: Gretchen Tucker Underwood – Chair, Tristan Israel – Vice Chair, Christine Todd, John Cahill (John C.) and Keith Chatinover

Other County Officials Present: Ann Metcalf – Dukes County Treasurer, Martina Thornton – County Manager, Paulo DeOliveira – Register of Deeds, Donna Michalski – Parking Clerk, Richard Knabel – MV Airport Commission, Cindi Martin – Martha's Vineyard Airport Director, Bob Rosenbaum – Chair MV Airport Commission, Norman Werthwein – Martha's Vineyard Airport Commission, Chuck Cotnoir – Emergency Manager

Others Present: Joanie Ames – MVT, Kate Warner – MV Climate Task Force, Ben Robinson – MV Climate Task Force, July Fay – Martha's Vineyard Community Services (MVCS), Will Sennott – Vineyard Gazette

Gretchen called the meeting to order at 4:00pm

Climate Change Presentation:

Ben Robinson gave the DCC a presentation on Climate Change and who is involved. A discussion was held. The DCC expressed the fact we are all one on the Island and we have to work together. Each town needs to do work and the DCC asked what the County can do to help. Ben said the appointee to the Steamship Authority is incredibly important. Ben and Kate recommended an Island Joint Climate Committee so the Island is represented.

FY2021 Budget – Vineyard Health Care Access Program (VHCAP), Social Services, Parking Clerk, Center for Living (C4L), CORE, First Stop and Healthy Aging MV (HAMV):

- **CORE, 1st Stop and HAMV:** Martina reviewed the regional budgets for the programs that are not part of the County budget process with the DCC (see file). She noted that CORE and 1st Stop are the same as last year. HAMV has an increase from \$68,446.00 to \$111,850.00. Martina said if the budget increases then the 5% administrative fee would increase too. The increase is because Paddy Moore has decided to step back and the program needs to hire one salaried administrator to work full time. These three budgets will go to the CAB for final approval.
- **Center for Living:** Martina reviewed the proposed FY2021 with the DCC and said this is the second year the Center for Living did not have any County Employees. The C4L is moving to a five-day work week. A discussion was held. Leslie is asking for three new computers as part of her budget request. Martina said the second piece of the budget is the cost of the building. The County owns the building and the building insurance went from \$12k last year to \$22k. Part of that increase is because the upstairs is rented. She will talk to the CAB about how to recover \$8k in insurance. The upstairs pays 25% of costs. So the true cost to the County is 75% of costs. Gretchen asked if having a tenant upstairs would be the same with or without someone upstairs. The DCC had concerns regarding the huge insurance increase and asked Martina and Ann to sit down and look into the increase. John C. said this should not be a final

number until the research has been done and asked for an explanation for an 80% increase. Martina said the Treasurer's office is responsible for that. John C. said this should not be a final number until the County has negotiated with the insurance company and this should be a high priority. Tristan asked if the County does a Request for Proposal (RFP) for insurance. John C. said at a minimum there should be an explanation. Martina had concerns on the timing, that the budget would be complete before the RFP is done.

John C./Tristan made a motion that the County investigate the 80% increase and to explore competitive bids. So voted. All in favor. Motion carries.

- **VHCAP:** Martina said they lost a \$40k grant from Blue Cross Blue Shield. Most of the money can be absorbed because of staff turnover. Martina asked the DCC if some of the services can be cut. Martina said VHCAP will have to ask the towns to cover the added expense and FY2021 will be the same problem with the loss of the grant.

Tristan/Keith made a motion to keep all the current services that VHCAP gives and ask the Towns to cover the shortfall. So voted. All in favor. Motion carries.

Christine/Tristan made a motion to approve the FY2021 budget as presented. So voted. All in favor. Motion carries.

- **Social Services:** The one increase is the proposed salary for \$50,580.00 for a 30 hour work week. The compensation study preliminary report has the position regraded. A discussion was held. Tristan had concerns that the advertising line has been decreased and part of what the County does is getting the word out. Sarah said the newspaper does not get the word out but it is good to keep a presence in the newspaper. The DCC decided to change the amount to \$2k. Keith asked if there are other ways to get the word out about the programs the County administers.

Tristan/Keith made a motion to increase the advertising line on the Vineyard Health Care Access budget to \$2,000.00. So voted. All in favor. Motion carries.

- **Parking Clerk:** Martina reviewed the proposed FY2021 budget with the DCC (see file). She noted the cost of the hearing officer is down and the temporary employee at \$18.00 per hr. for 20 weeks has increased. The Misc. Contractual is up because of a change on how the parking tickets are processed and the fees they are charging has increased. She also discussed allocation of overhead for the Parking Clerk's department and if we do that, the program goes from making money to losing money and there has been some discussion about increasing the fees to process tickets. Ann said they have hired a company to go after the out of state tickets and hopes to see income in January 2020. A discussion was held. The DCC asked if the County had compared the parking ticket costs to other towns? John C. asked if this new service is based on performance and have they given Ann any projections. The income is based on how many tickets they collect. Tristan said he would like the Parking Clerk and the Treasurer to come to a DCC meeting and explain how the Parking Clerk's office works at the January DCC meeting. Ann said as the towns start using the handhelds the costs should go down. The DCC would like to know when the last time the fees were increased. Martina said the Parking Clerk department should not be a money maker, it should be a break-even service the County provides.

Unaudited Unreserved Fund Balance: Martina reviewed the Unaudited Unreserved Balance with the DCC. She said the Unaudited Unreserved Fund balance number reported is split between the County General Fund and the Registry of Deeds. She noted the following (see file):

- Unaudited fund balance for the County at the end of FY19 was \$973,699.23
- Cape and Island License Plates was \$56,704.89
- Registry of Deeds was \$623,259.00
- General Fund was \$293,735.34

The end result would be to lower the town's assessments minus 10% and that will leave the County with approx. \$50k. Martina said the County will get audited numbers by May and will adjust the assessments based on the audited number. Basically, the County will not receive any town assessments and the money remaining will be used for the town's assessments, we will not send them a bill and the town's will not send us money. A discussion was held. The DCC said the numbers presented should be easier to read with more detail. Martina will work with the Treasurer to add more information to the spreadsheet to have it ready for the CAB meeting on Friday. Ann said this is the same format that has been used for a long time, she did not realize it was that difficult to read. Martina said the Stabilization Fund has been created but the CAB did not agree to fund it. The DCC agreed to put the 10% into the Stabilization Fund before returning the funds to the towns.

FY2020 Budget Amendments:

Martina said the Courthouse needs to have 21 valves replaced on the radiators. The boiler has had the piping replaced and the contractor recommended replacing all the valves which translates to \$10k.

Keith/Tristan made a motion to authorize the County Manager to replace 21 valves on the radiators at the Courthouse for approx. \$10,000.00 from the Capital Improvement Fund. So voted. All in favor. Motion carries.

New Business: Christine said having just come from the Airport Finance Committee meeting regarding funding the County has received on an annual basis from them and we don't know how much money that will be. How do we present the County Budget to the CAB if the County does not know how much the Airport will be paying the County? Martina said she will let the CAB know there will be negotiations with the Airport and the final number will not be ready until the Airport has set their budget. The meeting with the CAB to approve the regional programs. A discussion was held. Gretchen said there should be a meeting between Chuck and Cindi regarding cleaning up where the County vehicles are stored on Airport property. Cindi said she is meeting with Martina to find the true cost of the allocation for services provided from the County.

Manager's Report:

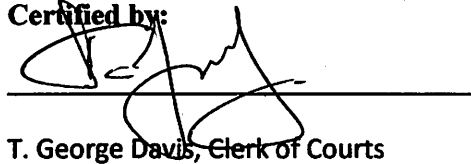
- **Update on Special Legislation-**Martina reached out to our State Legislature as the DCC requested at the last meeting and to see how we can manage the legislation. Kaylee told her nothing changed in the legislation was changed from how it was originally submitted and how they are recommending it out of that committee. Both bills are the same way as originally presented.
- **Update on Courthouse Projects:** The boiler wiring and circulating pumps have been replaced.
- **Update on Regional Contract Approval:** Martina met with Aquinnah BOS and conceptually agreed and wanted to wait for the All Island Selectman meeting before making a final decision. Chilmark BOS did approve but asked for a reason for the 5% administrative fee. West Tisbury approved with changes to the contract.

- **Update on Funding for Homelessness Prevention Coordinator:** Martina said she told Karen Tewhey the County Homelessness Prevention coordinator to talk to her homelessness network board to find the best use for the \$50k from the State, with hopes to help as many people as possible.

Christine/Tristan moved to adjourn. So voted. All in favor. Motion carries.

The DCC meeting was adjourned at 6:17pm.

Certified by:

A handwritten signature in black ink, appearing to be 'T. George Davis', is written over a horizontal line.

T. George Davis, Clerk of Courts

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

- Agenda
- FY2021 Proposed Budget
- FY2020 Proposed Budget Amendments
- Proposed Modifications to the Administration Code
- CCMGH Proposed Disclosures