

**Dukes County Commission (DCC)**  
**Meeting Minutes**  
**Wednesday, December 20, 2021**  
**4:00 PM**  
*REMOTE PARTICIPATION ONLY*

**Dukes County Commissioners Present:** John Cahill – Vice Chair, R. Peter Wharton, Keith Chatinover\*\*, Don Leopold, Tristan Israel, Leon Brathwaite\*

**Other County Officials Present:** Martina Thornton – Dukes County Manager, Bruce Montrose – Veterans’ Services Officer, Paulo DeOliveira – Dukes County Registry of Deeds

**Others Present:** Aidan Pollard – MV Gazette, Rich Saltzberg – MV Times, Bob Johnston – Vineyard Futureworks

**John Cahill called the meeting to order at 4:02 PM.**

Minutes

**Don/ Peter moved to approve minutes from 12-1-2021. So voted. Peter Wharton - yes, Don Leopold – yes, Keith Chatinover -yes, Tristan Israel – yes, John Cahill - yes. Motion carries.**

MV Commission County appointment

**Peter/Keith moved to appoint Christine Todd for one year to the MV Commission. So voted. Peter Wharton - yes, Don Leopold – yes, Keith Chatinover -yes, Tristan Israel – yes, John Cahill - yes. Motion carries.**

Vineyard Power Advisory Committee appointment

Tristan is interested.

**Don/Keith moved to appoint Tristan Israel on the Vineyard Power Advisory Committee. Discussion. Peter said he is interested in their work and is supporting Tristan as candidate. So voted. Peter Wharton - yes, Don Leopold – yes, Keith Chatinover -yes, Tristan Israel – yes, John Cahill - yes. Motion carries.**

Tristan said that he would like to invite Mayflower Wind to talk about their project and benefits to the island.

Don commended that he would like to talk about the skill sets that would be beneficial for various positions that the County is making appointment for.

\*Leon joined the meeting.

Retirement Office lease renewal

Martina said that the terms of the lease were negotiated, reviewed by both lawyers and the Airport Commission, all requirements were incorporated, and we did received approval from the Airport Commission and is ready for approval.

**Tristan/Peter approve and authorize manager to sign. So voted. Leon Brathwaite - yes, Peter Wharton - yes, Don Leopold – yes, Keith Chatinover -yes, Tristan Israel – yes, John Cahill - yes. Motion carries.**

ARPA (American Rescue Plan Act) discussion

Commissioners discussed the article that was circulated by John and what would protocol be for administering the funds, so all is done properly. Martina and Ann are working on putting the framework for administering in funding. Plymouth has not even started taking in applications and they are still setting up the system where they will have three sets of eyes – CPA, legal counsel and the Treasurer looking over everything before they can start the process.

Don suggested to look at the process of reviewing applications in three categories – review the Steering Committee recommendations, decide if we will be accepting new applications, or just review applications already submitted and if the Commissioners would be revising applications that were submitted. Separately, we need to make decisions of what is needed as basis for administering and awarding funds. Tristan would like to have a global conversation about all this.

**\*\* Keith left the meeting.**

The commissioners discussed the criteria developed by the Steering Committee and the categories in which the funding can be spent. It was noted that with COVID continuing to impair our everyday lives there might be more COVID related need that might arise.

Martina informed the Commissioners of administrative options. The recommendation was to put aside about 5% of administrative costs and from that pay all the cost of CPA and legal reviews and management of the filing and reporting portal. Ann as Treasurer needs to give the Commissioners her recommendation as she will be responsible for the reporting. The Finance Committee will meet with Treasurer and will provide final recommendations about the administrative.

Tristan moved that the Commissioners approve the five criteria developed by the Steering Committee will be the guiding principals for decision making on funding applications. Leon said he would like to wait for Christine and Keith to be part of the discussion. Tristan withdraws his motion. It will be placed on the next agenda.

John wants for the Commissioners at their next meeting to vote to fund the Island Health Care funding needs for the testing as that is time sensitive and important COVID related need. Peter is against going outside of the process for any applicant. Some commissioners agreed. There will be a special meeting re ARPA scheduled.

Manager's Report – on file

**Leon/Tristan moved to use \$5,420.82 from the Capital Improvement Fund to replace fluorescent lights to LED lights for all county building as proposed by the Cape Light Compact and take advantage of the incentives that are available this year. So voted. Leon**

**Brathwaite - yes, Peter Wharton - yes, Don Leopold – yes, Tristan Israel – yes, John Cahill - yes. Motion carries.**

Leon suggested finding the replacement costs of the LED bulbs for future needs.

**Tristan/John moved to approve use of up to \$10K from Capital Improvement Fund for work needed to address the mold issue at the County Administration building. So voted. Leon Brathwaite - yes, Peter Wharton - yes, Don Leopold – yes, Tristan Israel – yes, John Cahill - yes. Motion carries.**

Martina said that she will work on scheduling Advisory Board so it can be approved by them as well so that the work can be done.

Martina updated the commissioner on various other topics as described in her manager's report (on file). Discussion followed on the County Advisory Board (CAB) decision to send the allocation of overhead request as a separate warrant article and not attached to requests for regional programs funding. Tristan questioned if the CAB is by doing that creating policy, which is a purview of the DCC. Tristan asked for DCC to decide if they will support to submit the article or not. Peter is supporting the article as described in order to show transparency of the county finances and how much it costs to administer the programs.

**Leon/John moved to submit warrant articles to ask the towns for allocation of overhead related to administering the regional programs as recommended by the Dukes County Advisory Board on Expenditures. Discussion followed. Leon – yes, Peter – yes, Don – yes, Tristan – no, John - yes. Motion carries.**

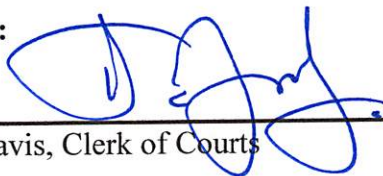
Tristan suggested new agenda items – two legislative changes: raising the 10% we are allowed to keep to 30% and changing the terms of the commissioners – it used to be staggered terms of 4 years, now it is every 2 years.

**Tristan/Leon made a motion to adjourn the meeting. So voted. R. Peter Wharton - yes, Don Leopold – yes, Leon Brathwaite – yes, Tristan Israel – yes, John Cahill – yes. Motion carries.**

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

**The next regularly scheduled meeting will be on Wednesday, January 5, 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
  - Manager's Report
  - Updated ARPA recommendations from County Manager