

**Dukes County Commission (DCC)**  
**Special Meeting Minutes**  
**Friday, March 12, 2021**  
**4:00 PM**  
*REMOTE PARTICIPATION ONLY*

**Dukes County Commissioners Present:** Christine Todd – Chair; John Cahill – Vice Chair; Keith Chatinover; Donald Leopold; Leon Brathwaite; R. Peter Wharton; and Tristan Israel.

**Other County Officials Present:** Martina Thornton – Dukes County Manager; Paulo DeOliveira – Register of Deeds; and Ann Metcalf – County Treasurer.

**Others Present:** Lucas Thors — MV Times

**Christine Todd called the meeting to order at 4:00 PM.**

**FY2021 Budget Transfers**

Ms. Thornton requested the \$26,296.00 left over from her previous Assistant's account be transferred to accounts in the County Commissioners budget for employees, contractual services, and technology repairs. \$2,500.00 was requested to be transferred within the Natural Resources budget to pay a bill. **Leon Brathwaite made a motion to approve the budget transfers as submitted by the County Manager. R. Peter Wharton seconded the motion. So voted. John Cahill yes, Leon Brathwaite aye, R. Peter Wharton aye, Tristan Israel aye, Keith Chatinover aye, and Christine Todd aye. Motion carries.**

**FY2022 Budget Revisions**

The Finance Committee (Commissioner Brathwaite, Commissioner Wharton and Commissioner Israel) analyzed the budget and made recommendations to balance it. Many Departments were increased due to an increase in retirement contributions to the Retirement Board and County insurance. It was suggested Ms. Thornton research other insurance companies and their offers. It was reported that the increase on Retiree Health Life Insurance was driving a budget deficit. Discussion ensued about the loss of the newly agreed upon position of a Public Relations Coordinator. OPEB contributions were not able to be budgeted for next year. The proposal is to use \$47,000 of the Unreserved Fund balance to balance the budget. The Martha's Vineyard Airport Commission recently approved the new formula for the Allocation of Overhead. Discussion ensued about the Allocation of Overhead process. Ms. Metcalf explained that the Treasurer's Office has 4 major functions – payroll and benefits administrator; deposit processing; accounts payable processing; and County Treasurer and Assistant County Treasurer's time. Allocation is broken out by employee. Employee rate is dependent upon the process used. Accounts Payable has two processes. It used to be based on inches of invoices and will now be based on actual source documentation from County software. Checks either have to be run through a remote deposit machine and input in the County software or deposited. General Ledger time has always been estimated, now there will be a daily record broken down into 12-minute increments. Agencies would then only get charged for what time they used. **Leon Brathwaite made a motion to approve the Finance Committee recommended budget to be sent to the County Advisory Board on Expenditures (CAB). R. Peter Wharton seconded the motion.**

**So voted. John Cahill yes, Leon Brathwaite aye, R. Peter Wharton aye, Tristan Israel aye, Keith Chatinover aye, and Christine Todd aye. Motion carries.** There was a request for the Finance Committee to have a more in depth look into the Treasurer's Office exact rates. **John Cahill made a motion to present these budgets with the Allocation of Overhead included in them as suggested by Commissioner Wharton. Leon Brathwaite seconded the motion. So voted.**

**John Cahill aye, Leon Brathwaite aye, R. Peter Wharton aye, Tristan Israel aye, Keith Chatinover aye, and Christine Todd aye. Motion carries.**

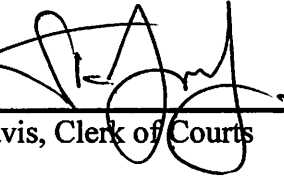
**Public Comment**

There were no public or press comments.

**Keith Chatinover made a motion adjourn the meeting. John Cahill seconded the motion. So voted. John Cahill yes, R. Peter Wharton aye, Tristan Israel aye, Keith Chatinover aye, and Christine Todd aye. Motion carries.**

**The Dukes County Commission Special Meeting was adjourned at 5:10 PM. The next Dukes County Commissioners Meeting is on Thursday, March 3, 2021 at 4:00 PM.**

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
- FY2021 Budget
- FY2022 Budget
- FY2022 Allocation of Overhead