

Dukes County Commission (DCC)
Meeting Minutes
Wednesday, June 16, 2021
4:30 PM

REMOTE PARTICIPATION ONLY

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

Other County Officials Present: Martina Thornton – Dukes County Manager and Paulo DeOliveira – Register of Deeds, Ann Metcalf – County Treasurer, Bruce Montrose – Veterans Services Officer

Others Present: MVTV

Christine Todd called the meeting to order at 4:30 PM.

Minutes

Don/Peter moved approval of minutes from the DCC meeting on 1-28-2021 and 2-17-2021 as presented. So voted. Leon yes, Peter yes, John yes, Keith yes, Don yes, Tristan yes, Christine yes. All in favor.

John/Don moved approval of minutes from the DCC meeting on 6-2-2021 as presented. So voted. Peter - yes, John - yes, Keith - yes, Don - yes, Tristan - yes, Leon – no, Christine yes. Motion carries.

Finance Committee recommendations – vote

Leon presented recommendations as voted by the Finance Committee. Discussion followed. At the end of FY2021 there will be approx. \$130K available in the Cape and Island License Plate revenue fund.

Leon/Tristan moved to earmark from the Cape & Island License Plate funds \$25K for the Mapping Storm Tide Pathways Grant Matching Funds requested by MV Commission under the condition that MV Commission identifies the rest of the matching funds needed and are able to proceed with the project. Discussion followed. It was determined that it is allowable expense but the towns are not contributing at this point and some commissioners would like to see buy in from the towns before the county spends any money on this.

Leon/John moved to table the motion. Peter – no, John – yes, Keith – no, Don – yes, Tristan – no, Leon – yes, Christine – yes. Motion was tabled.

Leon/Peter moved to earmark from Cape & Island License Plate funds 20% of the local match needed for the Coastal Zone Management grant for Norton Point beach restoration project (approx. \$20K). Discussion followed. It was explained that the grant application is being worked on and when done in the fall DCC will be presented with the exact numbers. This is to make sure there is funding

left in the C&I License Plate Fund for this purpose when needed. So voted. John – no, Keith – no, Leon – yes, Peter – yes, Don – yes, Tristan – yes, Christine -yes. Motion carries.

Tristan/ Leon moved to adopt an OPEB policy to contribute County-wide approx. \$59K annual contribution. (Airport - \$56,890 for the next two years, Retirement Office - \$2K annually). Tristan - yes, Don – yes, Peter – yes, Keith - no, Leon – yes, John – yes, Christine – yes. Motion carries.

Keith left the meeting.

Peter/Leon approve County manager to negotiate the Retirement Office Lease renewal – recommendation to renew the lease with a rent equal of 25% of shared maintenance costs of the building (Dept. 610) plus shared capital improvement expenses on the building if benefiting both parties. Peter – yes, Leon – yes, Tristan -yes, Don -yes, John -yes, Christine – yes. Motion passes.

Peter / Leon moved to approve the proposed FY2021 budget amendments - \$15K for county administration cyber security vulnerability study and remediation and \$6K for fireproof filing cabinet for the Treasurer's Office. Peter – yes, Leon – yes, Tristan -yes, Don -yes, John -yes, Christine – yes. Motion passes.

FY2021 Year-End-Transfers (see document on file)

Martina presented the proposed transfers, Finance Committee reviewed it and were ok with it. Martina said that many of the transfers are related to janitorial services related to COVID. She questioned how to handle the amounts that are expended and will be collected under the contract with the Trial Court for mid-day cleaning at the Courthouse as right now it looks as if the budget was overspent in the temporary employee line. She recommended to treat it as reimbursable expense. Discussion followed. Martina explained that this contract is outside of the expenses that otherwise are paid back in a form of rent in the following year.

Peter/Leon moved to have the expenses incurred by the County for services under the contract and the money that will be collected from Trial Court to pay for these services booked as accounts receivable. So voted. Peter – yes, Leon – yes, Tristan -yes, Don -yes, John - yes, Christine – yes. Motion passes.

Leon/Peter moved to approve all other transfers as presented. So voted. Peter – yes, Leon – yes, Tristan -yes, Don -yes, John -yes, Christine – yes. Motion passes.

County Manager evaluation, contract amendment (Juneteenth Holiday)

Christine reported that majority of the feedback was that Martina is doing a good job. Positive evaluation was accepted by the Dukes County Commissioners. Don said that having on the form the priorities and expectation for the County manager in the following year would make the evaluation process easier. Others agreed.

Tristan/ Leon moved to amend the managers contract to include new Juneteenth Holiday as paid holiday. Peter – yes, Leon – yes, Tristan -yes, Don -yes, John -yes, Christine – yes. Motion passes.

American Rescue Plan Act funding (see presentation on file) – Don gave an update based on the first meeting of the ARPA Funding Advisory Committee. The meeting went very well.

Discussion followed regarding statement on page 3 of the presentation. Commissioners agreed that Christine Todd and Art Smadbeck are not part of the Advisory Committee and shall not be contacted by the other Advisory Committee members prior to the recommendations from the Committee coming to DCC to stay within the requirements of the Open Meeting Law.

The next meeting will be June 30th. The town managers and Select boards should meet to identify what regional projects they would like to see be funded by these funds. There will be a website with information, two-page application and e-mail to contact us on this topic. The Committee would like to have input by July 15th, have a list of ideas completed by August 1st and the target date for recommendations by September 15th.

Tristan/John moved to apply for the ARPA funds and authorizing the County Treasurer Ann Metcalf to request the funds. Discussion: Ann said this was premature until DCC meets with stakeholders, and we have a better idea of how these funds would be spent. Martina noted that these funds would be deposited into an interest-bearing account. **So voted. Leon – yes, Don – yes, John – yes, Peter – yes, Tristan – yes, Christine – yes. All in favor.**

Leon asked Ann to come back the DCC after it is determined how funds will be spent to let them know what she will need as far as staff to administer the grant.

Manager's Report – see document on file

Martina informed the County Commissioners that she appointed Paulo DeOliveira as Deputy County Manager and he will be acting as County manager in her absence as needed.

Leon/John moved to accept the manager's report as presented. All agreed that getting the manager's report ahead of time in writing is beneficial and speeds up the process at the meeting.

Old business – Christine reported that the Eastville parking lot has been leveled.

New Business

Trial Court Contract – County was asked to extend contract for mid-day cleaning to continue during the whole FY2022. The original contract was due to COVID under emergency provisions. With the situation changing, Martina asked if she can extend the contract to FY2022.

Tristan/John moved to have Martina extent the Trial Court Contract for mid-day cleaning for FY2022. Discussion: Leon noted that this should be under managers purview to do such a contract. Martina noted that the original contract was done by her in the middle of state of emergency. Not we are not in emergency situation any longer, so she wants to make sure DCC agrees to continue it. **So voted. Leon – yes, Don – yes, John – yes, Peter – yes, Tristan – yes, Christine – yes. All in favor. all in favor.**

John informed DCC that MV Chamber of Commerce requested letter of support from the County for their annual grant application to the Massachusetts Office of Travel and Tourism the Regional Council for approx. \$200K to pay for advertising in the off season to help local businesses.

Leon/Don moved to approved sending the support letter for the grant. So voted. Leon – yes, Don – yes, John – yes, Peter – yes, Tristan – yes, Christine – yes. All in favor.

Tristan raised a question how the in-person meetings will be conducted going forward and if the Chair and county manager could come up with a proposed protocol. Christine supports conducting remote meetings for as long as possible. She will look at the protocols when we are required to start meeting in person.

Public Comment - There were no public or press comments.

Don left the meeting.

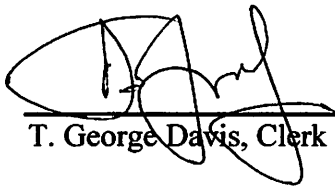
Leon/John moved to skip the July 7th DCC meeting. Discussion: additional meeting can be scheduled if needed, county manager will be away on July 7th. **So voted. Leon – yes, John – yes, Peter – yes, Tristan – yes, Christine – yes. All in favor.**

John/ Peter made a motion adjourn the meeting. So voted. Leon Brathwaite aye, John Cahill aye, R. Peter Wharton aye, Tristan aye and Christine Todd aye. Motion carries.

The Dukes County Commission meeting was adjourned at 6:20 PM.

The next Dukes County Commissioners Meeting is on Wednesday, July 21, 2021 at 4:30 PM.

Certified by:



T. George Davis, Clerk of Courts

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

- Meeting Agenda
- Minutes from 1-28-2021, 2-17-2021, 4-21-2021, 6-2-2021 DCC meeting
- FY2021 Year-End transfer requests
- ARPA Funding Advisory Committee slides
- Finance Committee meeting minutes 6-8-2021
- Manager's Report 6-16-2021
- May 2021 Operating Statement
- Legal opinion letter re ARPA funding authorization