

**Dukes County Commission (DCC)  
Meeting Minutes  
Wednesday, September 21, 2022  
4:30 PM**

*REMOTE PARTICIPATION ONLY*

**Dukes County Commissioners Present:** Christine Todd – Chair, R. Peter Wharton, Tristan Israel, Don Leopold, Leon Brathwaite, Keith Chatinover

**Other County Officials Present:** Martina Thornton – Dukes County Manager, Paulo DeOliveira – Register of Deeds, Sarah Kuh – VHCAP Director

**Others Present:** Aidan Pollard –MV Gazette, Abigail Rosen – MV Times, Bob Johnston, James Klingensmith

**Christine called the meeting to order at 4:33 PM**

Minutes –9-7-2022

**Tristan/Don moved to approve minutes of 9-7-2022. So voted. Peter – yes, Don- yes, Leon – abstained, Keith – abstained, Tristan – yes, Christine - yes. Motion carries.**

**Personnel Board recommendations**

FY2024 Pay Scale recommendation

Martina introduced the proposed pay scale. Personnel Board recommends for FY2024 use a pay scale that will have a onetime 6% adjustment and also the regular median Cost of Living Adjustment (COLA) from island towns for FY2023 adjustment, which is 2.45% for a total increase of pay scale by 8.45%. (Proposed pay scale is on file - green fields). Also calculated is the projected impact on the budget. Discussion followed. This increase would also have an impact on the retirement contributions and other payroll related expenses. The DCC asked the Personnel Board to look at the proposal again and answer questions like why people would be moving up on the scale right away, why the increase is so high, and COLA is not built into the 6% increase.

County Personnel Bylaws amendment - Personnel Board is recommending adding the word “resignation” to section 11.7 to reflect the practice of the County and also what majority of the island towns does. Discussion followed. The buyout has a cap of 192 hours. Suggestion was raised to cap the maximum at lower number for resignations as to not give a undue incentive to people who are voluntarily leaving the County. Peter raised question about use of paid time off instead of sick, vacation and personal time. The Personnel Board will discuss this at their next meeting on October 4<sup>th</sup> at 11am and consider suggestions by the DCC.

Treasurer Search – updates – County still received only 3 applications. Christine and Peter will meet with Martina on Friday to talk about next steps.

American Rescue Plan Act

MV Commission ARPA application – update & discussion – Don gave an update about meeting with the Boards of Health Agents and that they are in support of using ARPA funds for

installation of the IA septic systems and are interested to partner with the County on this project. The mechanics of the program need to be worked out and the group will meet again to finalize the proposal of how this would roll out and with what parameters.

The State is making \$200M available to Cape & Islands for nitrogen reduction and this project would put our community as “shovel ready” to be the recipients of that funding.

Special purpose fund. Reimbursable agreements with the towns. The homeowner does the contracting for the system. Boards of Health will determine the eligibility and make sure the systems meet the required specifications. The invoices for the installation can be then submitted directly to the County for payment. There are 3 systems currently that would qualify for the level of nitrogen reduction. MV Commission would be pre-approving the systems that would meet the specifications and facilitate the testing of the systems going forward.

**Tristan/Don moved to create an Advisory Committee to the County that would comprise of the Boards of Health Agents from all island towns, two county commissioners, and the Director of the MV Commission, and County manager will also attend. This group will work out the parameters of the program and report back to the DCC with recommendations. So voted. Peter – yes, Don- yes, Leon – yes, Keith – yes, Tristan – yes, Christine - yes. Motion carries.**

The two county commissioners to participate in the Advisory Committee are Don and Tristan.

MV Airport ARPA Application – update – Martina reported that this is the hands of the lawyers to finalize the grant agreement documents.

Building Committee will meet on Friday at 3:30pm. VHCAP building renovation update – County Advisory Board approved additional \$5K to bring an architect of record on board with the project. Courthouse – meeting with Trail Court representative last Tuesday that Tristan, Martina, Paulo and Skipper attended. Tristan gave an update. There was disparity of what various parties were looking for as a result of the meeting. The state was looking for the county as the landlord to be the lead on any future upgrades and creating a 5-year plan with proposed work that needs to be done. Question was raised if the Court business would be taken off island if the building was sold. It was stated that the state would be required to provide court services in Dukes County. Even if Registry of Deeds was not at the Courthouse and the State would be 100% tenant, we would still have the same obligations as landlord. Question was asked about possibility if Courthouse could be temporarily shut down and do major renovation. This would trigger the need for compliance with all ADA and other building code requirements. This would have to be done by the county which is financially not feasible. There will be a follow up meeting to discuss the options.

#### Manager's Report

Martina thanked all the first responders, volunteers, and community at large how they handled the situation and rose to the occasion. Commissioner thanked Martina and her assistant for their hard work. Martina shared with some media information about the demographics that would be a better picture of the makeup of the

Old Business - Center for Living Request for use of space by another group

Martina said that she reached out to Leslie Clapp, the Director of Center for Living to clarify if there will be sub-lease with this group and if so to share it or if the Center will assume all the liabilities associated with this group using the building and is waiting for a response.

**Tristan/Leon approved use of the Center for Living by the AA group contingent on receiving in writing that the Center will assume all the liability associated with this group using the space. So voted. So voted. Peter – yes, Don- yes, Leon – yes, Keith – yes, Tristan – yes, Christine - yes. Motion carries.**

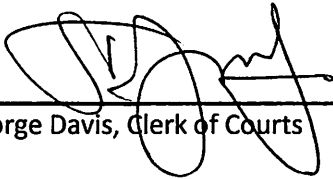
New Business – filling a vacancy on the County Commission – discussion followed. There are two candidates that will be voted in as County Commissioners in November as their names will be printed on the ballot. Keith offered to resign if they both would like to come on board after the election. Jim Klingensmith said he has no problem with waiting if Dough Ruskin would like to step up.

Public Comment - none

Calendar: Dukes County Commissioners Meeting 10-5-2022 at 4:00PM

Tristan/Peter made a motion to adjourn the meeting at 6:21PM. So voted. R. Peter Wharton – yes, Tristan Israel – yes, Don Leopold -yes, Keith Chatinover – yes, Leon Brathwaite – yes, Christine Todd - yes. Motion carries. The Dukes County Commission meeting was adjourned at 6:22PM.

**Certified by:**



---

T. George Davis, Clerk of Courts

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

- Meeting Agenda
- Proposed FY2024 Pay Scale
- Proposed Amendment of the Personnel Bylaws