

FY2018 Annual Report - THE DUKES COUNTY MANAGER

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| County Manager: | Martina Thornton | manager@dukescounty.org |
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| Phone: | (508) 696-3840 | Fax: (508) 696-3841 |
| Located at: | 9 Airport Rd., Edgartown, MA | |
| Mailing Address: | P.O. Box 190, Edgartown, MA 02539 | |
| Website: | www.dukescounty.org | |
| Operating hours: | Monday-Friday, 8:30AM-4:30PM | |

The County Manager is the Chief Executive Officer of the County responsible for overall operation of the County. She oversees the administration and implementation of all contracts.

BUDGET, EXPENDITURE OVERSIGHT

The County Manager is responsible for preparation and administration of the general County operating budget and capital expenditures budget, and signs off on all county expenditures. See FY18 budget detailed in the audit report and actual FY18 revenue and expenses on page **Error! Bookmark not defined..**

CHIEF PROCUREMENT OFFICER, GROUP PURCHASING

The County Manager oversees the procurement process for all county services including issuing RFPs, soliciting bids, negotiating and signing contracts and MOUs. Through the Manager's office the following group procurement is made available to all island towns and public organizations:

- Heating Oil Fuel bid
- GIS Software License (ESRI)
- Dog licenses and Tags
- My Senior Center Software for the Councils on Aging (COA)

GRANT ADMINISTRATION

The County Manager provides grant administration and support to the following county programs:

- **Substance Use Prevention Programs:** The MV Youth Task Force (YTF) received **\$125,00 annually** (ending in Sept. 2018) by SAMSHA for a "Drug Free Communities Support Program" and a **\$100,000 annually for 3 years** (2015-2018) from the State's Department of Public Health's (DPH) Bureau of Substance Addiction Services (BSAS).
- **Joseph A. Sylvia State Beach Erosion, Stabilization & Nourishment Grant:** **\$30,000 annually** granted by the Department of Conservation and Recreation (DCR)
- **Shellfish Propagation:** Grant from the MA Department of Fish & Game that supports the MV Shellfish Group. **\$58,000.**
- **VHCAP Support Grants:** \$40,000 annually from BlueCross BlueShield Foundation, \$55,723 from Island Health Care, \$42,892 from the Navigator Grant
- Medical Reserve Corps

CAPITAL ASSET MANAGEMENT

The County Manager is responsible for repairs and maintenance of all County owned properties, listed below:

Dukes County Courthouse located at 81 Main St., Edgartown. The Courthouse houses the Registry of Deeds, Registry of Probate and several different branches of the trial court system including District Court, Superior Court, Juvenile Court and Probate Court. In FY18, the building suffered serious water damage due to leaks in

the roof drainage system. It was addressed by roof drainage repair, brick pointing and application of water protective coat on the east side of the building. A new mahogany handicap ramp was installed.

Dukes County Administration Building located at 9 Airport Rd, Edgartown. This building is the official seat of the County and houses the County Manager's Office, The Treasurer's Office, Office of the Parking Clerk, Veterans Agent, Emergency Management Services, Social Services and the Dukes County Retirement Office.

Dukes County Senior Services Building (VNA) located at 29 Breakdown Lane, Tisbury. The MV Center for Living moved into the building in January 2018 after a major renovation of the whole downstairs was completed, including installation of a sprinkler system.

Vineyard Health Care Access Program Building (VHCAP) located at 114 New York Ave, Oak Bluffs. Improvements made in FY18 included new carpets, minor exterior repairs and parking lot repair.

NATURAL RESOURCE MANAGEMENT (PUBLIC BEACHES)

The County Manager oversees three public beaches (described below). Each beach serves multiple uses and management requires balancing public access and recreation with protection of the natural resources on and around the beach. The public beaches continue to support a variety of nesting shorebirds including the federally threatened piping plover, the two state-listed species of special concern Least Tern and the American Oystercatcher. Their nesting success varies from year to year. The County utilizes services of the Felix Neck Sanctuary, extension of the Mass Audubon Society to ensure proper protection and monitoring.

Eastville Beach (Oak Bluffs, 5.2 acres)

Eastville beach, the 5.2 acre beach located by the draw bridge between Tisbury and Oak Bluffs, is maintained jointly by the County and the Towns of Tisbury and Oak Bluffs.

Norton Point Beach (Edgartown, 254 acres)

Norton Point Beach is an important barrier beach between Katama Bay and the Atlantic Ocean. The beach is approximately 2.5 miles long and its width varies from 95 feet to approximately 300 feet. Norton Point Beach is managed through a contract with the Trustees of Reservation. It is the only beach on MV that is accessible by car. *Norton Point Oversand Driving Permits are available at the County Administration Building through the Treasurer's Office.*

Joseph A. Sylvia State Beach (Edgartown-Oak Bluffs, 104 acres)

Joseph A. Sylvia State Beach is a unique coastal resource that provides access to the waters of Sengekontacket Pond and Nantucket Sound. The barrier beach provides a recreational resource for the public to enjoy, protects the thriving ecosystem found within and around Sengekontacket Pond, and provides a connection between Oak Bluffs and Edgartown, via Beach Road. Dukes County and the Friends of Sengekontacket (FOS) formed the Barrier Beach Task Force (BBTF) to protect this valuable resource and to develop short and long-term plans for monitoring and maintaining this fragile and precious ecosystem. The BBTF meets at the County Administration Building 2-3 times per year and is chaired by the County Manager and the Chair of the FOS.

In FY18 the County continued to work with all government and the community to balance habitat of rare nesting shore birds, and erosion the preservation and protection of the beach. identify how state grant monies are allocated. Ongoing projects include beach nourishment, fencing, and planting beach grass which are stabilization techniques that are closest to methods of dune recovery.



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Signage

Public information signs and numbering of beach pathways are provided to increase protection and public safety. Some of the main rules include no dogs on the beach April 1-Aug 30, no open fires, no littering and parking on pavement only. The “What is a Barrier Beach” sign at the Little Bridge parking lot was replaced in 2017, with assistance from FOS. In 2018 too bigger signs were added at the access points to the beach to inform visitors of the rules of the beach. Beach permits for larger gatherings and cookouts can be obtained at the County Manager’s Office. No commercial activity is allowed on the beaches without an approval of the County Manager.

PERSONNEL

The County Manager serves as an Ex Officio member of the County Personnel Board. She is responsible for implementation and enforcement of the County Personnel Bylaws. She supervises all County department heads.

EX OFFICIO MEMBERSHIP

The County Manager serves on many County boards and task forces:

- Healthy Aging MV (HAMV) Executive Committee and Oversight Committee
- MV Center for Living Board
- Community Action Committee of the Cape & Islands (CACCI) Board
- MV Substance Use Disorder Prevention Coalition

ADMINISTRATION AND MANAGEMENT OF REGIONAL TOWN PROGRAMS

In FY2018 the County continued to host many regional services and programs through county funding, municipal funding, grants or a combination thereof. The County remains an umbrella for a myriad of regional services, forums and volunteer organizations that service the citizens of Dukes County. The County manager provides administrative and financial management for these regional services.

The County Manager oversees the following town-funded programs where the County provides administrative oversight and space:

- Vineyard Health Care Access Program (VHCAP)
- Mosquito Surveillance Program
- Tick Program
- Dukes County Social Services (DCSS)
- MV Senior Services provided through contract with MV Center for Living
- First Stop MV Program and CORE (Counseling, Outreach & Referral for Elders) Program were provided through contract with MV Community Services.

In FY18, the County continued it's collaboration with the Community Action Committee of Cape Cod & Islands (CACCI) that started in October of 2015 to provide social services for the Island (page **Error! Bookmark not defined.**).

ADMINISTRATION AND MANAGEMENT OF OTHER REGIONAL ORGANIZATIONS

The County Manager provides administrative and fiscal support and/or space for the following regional organizations:

- MV Medical Reserve Corps (fiscal agent, meeting space)
- MV Regional Emergency Management Planning Committee (fiscal agent, meeting space)
- Dukes County Pooled OPEB Trust (administrative support)
- The Greenhouse - formally called "Community Solar Green House" or COMSOG (provide land for greenhouse and activities)
- MV Animal Shelter (meeting space)
- Friends of Sengekontacket (FOS) (meeting space)
- MV Law Enforcement Council (administrative and financial support, meeting space)

VOLUNTEER ORGANIZATIONS & ADVOCATES

The County Manager's Office provides administrative support to the following volunteer organizations and individuals:

- Dukes County Health Council (DCHC): 32 members appointed by the Dukes County Commissioners
- Associate Commissioner (AC) for Disabled Persons, AC for Homelessness Prevention, AC for Youth
- MV Network for Homelessness Prevention

The Dukes County Sheriff terminated the MOU between the County and the Sheriff's Office as of July 1, 2018 which resulted in the termination of provision of accounting services for the Sheriff's office and loss of approximately \$130,000 in county revenue.

Respectfully submitted,

Martina Thornton

County Manager