**Dukes County Commissioners**

Minutes

**Wednesday, January 3, 2018**

**4:00 p.m.**

Dukes County Administration Building

9 Airport Road, Edgartown, MA

**Dukes County Commissioners (DCC):** David Holway – Chair, Gretchen Tucker Underwood – Vice Chair, John Alley, Tristan Israel and Leon Brathwaite

**County Staff Present:** Martina Thornton – County Manager, Connie Andrade – Asst. to County Manager, Paulo DeOliveira – Register of Deeds, Chuck Cotnoir – Emergency Management Director, Noreen Mavro Flanders – Dukes County Treasurer, Ann Metcalf – Dukes County Asst. Treasurer

**Others:**  Joanie Ames – MVTV, Julie Fay – MV Community Services, Rich Saltzberg – MV Times

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

**Minutes:**

**John/Gretchen made a motion to approve the minutes of November 15, 2017 as presented. So voted. David yes, Gretchen yes, John yes, Tristan yes and Leon abstains. Motion carries.**

**2018 DCC Election of Chair and Vice Chair:**

**Leon/Gretchen made a motion to appoint John Alley as Chair of the Dukes County Commissioners. So voted. David yes, Gretchen yes, John yes, Leon yes and Tristan no. Motion carries.**

**John/Leon made a motion to appoint Gretchen Tucker Underwood as Vice Chair of the Dukes County Commissioners. So voted. David yes, Gretchen yes, John yes, Leon yes and Tristan no. Motion carries.**

The DCC agreed to have David Holway Chair this meeting as he was familiar with the subject matter.

**2018 DCC Meeting Calendar:**

The DCC reviewed the 2018 proposed meeting calendar (see file) and noted the following changes:

* Cancel the May 2, 2018 meeting because of the mandatory meeting on May 16th.
* Cancel the July 4th meeting because it is a legal holiday.
* Cancel the regularly scheduled meeting on November 7th because the DCC will have a mandatory meeting on November 14th.

**Municipal Advisory Council:**

Martina said she talked to the County Advisory Board (CAB) and they prefer an internal review as opposed to a full blown charter study. She said the Administrative Code allows the DCC to establish a municipal advisory council. A discussion was held. The DCC said Tristan will represent them and recommended having the County Advisory Board (CAB) or a selectman from each town on the council.

**Leon/John made a motion to establish a Dukes County Advisory Council consisting of one representative from each town, the County Manager, the Dukes County Treasurer and Register of Deeds. So voted. All in favor. Motion carries.**

**2018 Appointments:**

Martina reviewed the list of 2018 open appointments with the DCC (see file). She said the ad was in the newspaper last week with the deadline of Friday, January 26th, 2018. A discussion was held. The DCC agreed to eliminate the Associate Commissioner of Fisheries, the Associate Commissioner for Public Health and the Associate Commissioner for Elderly Affairs. Tristan said he would be the representative on the Cape Light Compact Representative and CVEC if no one else applies. The DCC agreed to do interviews for any position that has more than one applicant at the Feb. 7th meeting and vote at the March meeting. Martina said the Dukes County Health Council will submit a list of recommended appointments from their coordinating committee.

**John/Leon made a motion to ask the Dukes County Manager to advertise for the positions except for the Assoc. Commissioner of Public Health, Assoc. Commissioner for Fisheries and Assoc. Commissioner for Elderly Affairs which will be eliminated. So voted. All in favor. Motion carries.**

**Ordinance to Lease Space at 29 Breakdown Lane, Tisbury:**

Martina said the County has not received any proposals to lease the second floor at the VNA building. A discussion was held. The DCC agreed to re-advertise the request for proposal with the possibility of receiving less than fair market value in return for a community service program, notify the town administrators of the vacant space and list the rental property with the local real estate agents. The DCC agreed that the County Manager should pursue all the avenues listed above in efforts to rent the space as soon as possible. She will give the DCC an update at the February meeting.

**Courthouse Handicap Ramp Update:**

Martina said the County received bids today and would like award the bid for $72,000.00 for construction of the ramp. She said the bronze railing will be an additional $25,000.00. She will be within the budget. Martina said there was only one complete bid (the second bid was incomplete) for the ramp construction.

**John/Gretchen made a motion to authorize the County Manager to sign a contract with the winning bidder for the handicap ramp $72,000.00 and to sign a contract for the bronze railing for $25,000.00. So voted. All in favor. Motion carries.**

**Manager’s Report:**

* **Courthouse Lift:** Martina said the specialist from Garaventa Lift was here last week and he did all the measurements; it will take him two weeks to put the specifications together for the custom made lift. The next step the County will need to have an engineer involved to approve the specs. She anticipates installation in April or May 2018.
* **Emergency Repairs from Water Damage:** The Contractor has been doing the repairs of repointing the bricks. She is also waiting for a proposal to put a sealant on the bricks to avoid any future damage.
* **Administration Building:** The trim was painted and she also had some rotted wood repaired around the windows. The contractors recommended having one side of the building shingled. She will try to include it in the next year’s budget.
* **Homeless Update:** The County has been running the hotel voucher program since November. The County received grants for$ 3,000.00 from MV Permanent Endowment and a $5,000.00 donation from an anonymous individual. Starting in January, the Houses of Grace open. During the day, most public buildings are open and Les Holcomb is working on a day warming center in Oak Bluffs. The County also received a grant from Farm Neck to help fund the warming center.

**John/Gretchen made a motion to adjourn. So voted. All in favor. Motion carries.**

The DCC meeting was adjourned at 4:32pm.

Certified by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOSEPH E. SOLLITTO JR., Clerk of the Courts

**Documents presented at the meeting and part of the Official Records:**

* Agenda
* Notice of Proposed County Commissioners Meeting Dates for 2018
* 2018 List of County Appointments