

**Dukes County Commission (DCC)  
Meeting Minutes  
Wednesday, September 3, 2025  
4:00 PM  
Remote Meeting**

Dukes County Commissioners: Christine Todd, Randy Milch, Doug Ruskin, Don Leopold, Tristan Israel\*\*  
joined at 4:10, Peter Wharton joined at 4:29

County staff: Martina Thornton, Juliet Mulinare, Paulo DeOliveira  
Other: Norm Werthwein, Frank Serreti, Jess Greene, Art Smadbeck

Christine called the meeting to order at 4:01pm.

**Minutes from 8-6-25**

**Don/Randy moved to approve the minutes from 8-6-25. Randy - yes, Don-yes, Doug- abstain, Christine- yes. Motion carries.**

**FY2024 Audit – exit conference with auditors- audit on file**

Frank thanked the financial team.

Frank reviewed the final numbers by section.

Doug brought up the possibly getting a discount because of all the delays. Frank answered that the fee that we were charged was an extremely low rate. It has been the same for several years now. They were several hours over with this audit and had several write-offs. Frank will bring up the question to his team and get back to us.

**FY2025 Audit – proposal**

The finance committee looked at new proposals for the next audit. Juliet reached out to 3 companies. After discussion it was recommended to go with CBIZ for the next audit.

**Tristan/Randy moved to approve hiring CBIZ for the FY25 Audit. Randy - yes, Peter- yes, Don-yes, Doug- yes, Tristan- yes, Christine- yes. Motion carries.**

**Personnel Bylaw Changes (proposed changes on file)**

The Personnel Board is proposing to change the probationary period of a new hires from 3 months to 6 months and up to an additional 6 months with the county manager's approval. Sick time would be able to be use as accrued from day one, vacation time can be used after the initial 6 months.

**Tristan/Randy moved to approve changes to the Personnel Bylaws as proposed. Randy - yes, Peter- yes, Don-yes, Doug- yes, Tristan- yes, Christine- yes. Motion carries.**

**Grace Kenney – Martha's Vineyard legislative liaison - will attend the next meeting.**

**Appointing Process- Draft on file**

Doug pointed out that the primary purpose of this is to not rubber stamp the appointments. Tristan would like to have the same criteria for every position, Doug agreed. Don believes the Airport (as an example) seems to require a certain expertise. He would like to have more input earlier in the process.

He would like to see possibly minimal requirements added to certain boards. Christine will work with Doug to specify the criteria for each board/position and the revised version should be ready to vote on at the next meeting.

**Committee Updates:**

Finance Committee – Will meet on September 16<sup>th</sup> to review draft FY27 budgets, and how to approach the towns & CAB

Land Use Committee – will meet next week

Legislative Committee –nothing at this time

Communication Committee- Doug asked to send another letter to support the transfer fee for housing. Randy suggested a revised version of the letter. Doug stated the letter is in the form that the housing authority would like us to use.

**Tristan/Randy moved to approve Doug writing the letter of support for the transfer fee, and going forward letters of support on this topic can be sent out without an approval of the full commission. Christine will see and read all letters, on this topic, before signing and sending.**

**Randy - yes, Peter- no, Don-yes, Doug- yes, Tristan- yes, Christine- yes. Motion carries.**

Christine calls for all committee members to make an effort to attend the scheduled meetings. If the communication committee needs assistance she will volunteer to help. She has concerns over the dialog and the heat on the Steamship Authority and our appointed representative. She would like the commissioners to have a unified front, and unified language, on any given topic. Tristan stated that he will speak freely his personal opinions if asked directly. He is not in favor of having communication sent out without review of all the commissioners.

Improvements Committee - nothing at this time

Manager's Report – on file

Letter of support for Harbor Homes to convert their woman's house into the winter shelter for this season was requested.

**Doug/Tristan moved to approve Martina to write and send a letter of support for Harbor Homes.**

**Randy - yes, Peter- yes, Don-yes, Doug- yes, Tristan- yes, Christine- yes. Motion carries.**

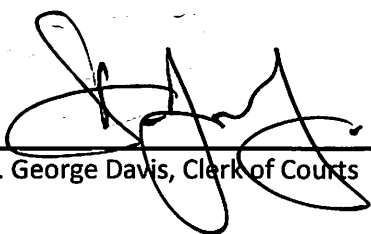
New Business - None

**Tristan/Randy move to adjourn the meeting. Peter- yes, Tristan -yes, Don- yes, Doug- yes, Randy- yes, Christine- yes. Motion carries.**

The meeting ended at 5:40pm.

Next meeting is scheduled for Wednesday, September 17<sup>th</sup> at 4pm.

**Certified by:**

A handwritten signature in black ink, appearing to be 'T. George Davis', is written over a horizontal line.

T. George Davis, Clerk of Courts