MEETING NOTES

Board of the Barnstable County Commissioners:
William Doherty Present
Mary Pat Flynn Present
Sheila R. Lyons Present

Staff Present:
Mark Zielinski County Administrator
Karen Boduch Temporary Administrative Assistant

At 8:55 a.m. Commissioner Sheila R. Lyons was sworn in by the County Clerk for a re-elected term from 2013-2017.

Chairman Flynn called the meeting to order at 9:00 a.m.

The Commissioners recited the Pledge of Allegiance followed by a Moment of Silence.

I. Delegation of Authority to sign certain documents
Commissioner Flynn explained the concept and benefits of delegating the authority to sign certain contracts, contract amendments, accounts payable, payroll warrants, personnel papers, pre-payment requests, service contracts, and line item account transfers to the County Administrator. Further, Commissioner Flynn suggested imposing a threshold of authority of the County Administrator and items over that threshold would otherwise go to the Commissioners.

Mark Zielinski, County Administrator, explained the current financial threshold policy. Commissioner Lyons explained that affording the County Administrator this level of authority would provide that position the freedom to expedite certain matters at times when the County Commissioners are not available. The agreed upon threshold was $25,000 or less.

Motion was made by Commissioner Doherty to approve that the position of County Administrator have the ability to sign contracts and contract amendments, accounts payable, payroll warrants, personnel papers, pre-payment requests, service contracts as well as line item account transfers under $25,000, 2nd by Commissioner Lyons. Approved 3-0-0.

II. Protocols regarding the Approval/Disapproval of County Ordinances
Upon recommendation of Robert S. Troy, County Counsel, Commissioner Flynn read a prepared proposal for a Proposed
Protocol for Action pursuant to Article 3, Section 3-8 of the Barnstable County Charter.

“Pursuant to Article 3, Section 3-8 of the Charter, the County Commissioners hereby adopt the following protocol to memorialize the procedures the Commissioners intend to follow in implementing their responsibility under the Charter.

1) Upon adoption of an Ordinance by the Assembly of Delegates, the Ordinance shall be transmitted to the Office of the County Administrator, or designee, who shall record the receipt of the Ordinance with a date and time.
2) The County Administrator will place the Ordinance on the Agenda of the County Commissioners’ next Meeting if a Meeting will be held within 10 days of the receipt of the Ordinance.
3) In the event that a Meeting of the County Commissioners is not scheduled within 10 days of the receipt of the Ordinance, the Chair of the County Commissioners shall determine whether a Special Meeting shall be called and an Agenda posted to consider what action the County Commissioners will take with respect to the Ordinance.
4) At any such meeting convened for the purpose of considering what action will be taken by the County Commissioners on the Ordinance, the County Commissioners will either sign the Ordinance or return the Ordinance to the Assembly of Delegates. At the meeting, if the County Commissioners disapprove of the Ordinance, they shall recite their reasons for disapproval into the record and the County Administrator will subsequently reduce those reasons to writing and make a timely filing of a statement of the County Commissioner’s reasons at the Office of the Clerk of the Assembly of Delegates.”

Moved by Commissioner Doherty. Commissioner Flynn asked for public comment to discuss proposal.

Leo Cakounes, Delegate, suggested to the Commissioners that Resolutions should also be included in the policy. Chairman Flynn explained that only adopting a protocol for ordinances was on the agenda. Following a discussion by the Commissioners it was agreed that they would consult County Counsel for opinion on the difference between an Ordinance and a Resolution. The Commissioners authorized Mark Zielinski to do so on their behalf and would place this on a later agenda to discuss and take any action.
Motion made by Commissioner Doherty, 2nd by Commissioner Lyons, approved 3-0-0.

III. Budget Review
9:30 a.m. Registry of Deeds - Jack Meade and David Murphy
Jack Meade explained that the months of November and December 2012 saw increased real estate activity of 20% across the board, a level not having been seen since 2005. The median price is up 3% from 2011.

The FY14 budget before the County Commissioners this day is less than was required last fiscal year. Jack Meade further explained that the Registry is taking advantage of technology as much as can be in order to improve and safeguard the Registry’s system. Mark Zielinski and Dave Murphy mentioned the fact that relations with unions are good and that negotiations / meetings are soon.

Member of Public Leo Cakounes commented that the equipment expenditures decreased in Fiscal Year 2012 and inquired as to if the Registry would be purchasing any new equipment in Fiscal Year 2014. Dave Murphy stated that there are no current plans to add additional equipment and that equipment will be purchased as the existing equipment expires. No capitol expenses are planned. Mr. Cakounes asked how much is budgeted under the line item for “Print / Copy”. Dave Murphy responded at $1,000. Mr. Cakounes asked what the projected revenue is and was told by Mark Zielinski that it hadn’t been addressed yet.

Commissioner Doherty commented on the outstanding reputation of the Barnstable County Registry of Deeds under the leadership of Jack Meade.

10:30 a.m. Resource Development/AmeriCorps Cape Cod Budget Review - Darlene Johnson Morris
At the request of Commissioner Flynn, Darlene Johnson Morris explained who and what the Fire Corps insofar as being a six-member corps that works with the Cape Cod National Seashore Fire Group. Upon completion of training the corps then breaks off to work together with the Seashore Corps.

Ms. Johnson Morris stated the department is in need of a truck in which to transport tools, etc. for Cape-wide projects. Currently the department relies on individuals with trucks which, is problematic. A 1999 van was acquired from the Emergency Planning Division of the Department of Health &
Environment but is not operational. It was generally agreed that it would make more sense to invest in a new truck or van as opposed to repairs of a 14 year old van.

Member of Public: John (last name inaudible) commented that the AmeriCorps program is beneficial to Cape Cod in that there is a percentage of the members that remain on Cape. Additionally, he voiced concerns about the insurance liability of members driving County vehicles and also that the County could possibly approach local auto dealerships for a donation of a vehicle.

Member of Public Leo Cakounes inquired as to the possibility of the aging pick-up truck currently used by the Facilities being passed down to for AmeriCorps to use. Or, possibly an appropriate surplus vehicle form the Regional Transit Authority.

Commissioner Lyons suggested approaching the towns to see if any has a surplus vehicle. Additionally, Commissioner Lyons commended Ms. Johnson Morris on the good work and services provided by the department.

Commissioners recessed at 11:00 a.m. to return to open session at 12:30 p.m.

Chairman Flynn called the meeting back to order at 12:30 p.m.

12:30 p.m. Human Services Department - Beth Albert

Beth Albert spoke about the possibility of partnering with Community Action Committee for a 20 hour per week position and needs $10,000 in order to do so. A HUD grant is in the works. Regarding the department website, they currently maintain two websites and want to create a central source for constituents to use. The department will be developing a housing directory and also is interested in proving on-line assistance for those individuals with mental and/or public health issues.

A full-time position for a project assistant is needed that would be based at $56,160 which, would be either a dedicated full-time permanent County employee or a contractor. It was generally agreed that a County employee would prove to be more effective as opposed to a contractor in order to avoid turnover issues.

Commissioners recessed at 1:20 pm
Chairman Flynn called the meeting back to order at 1:30 p.m.

1:30 p.m. Human Rights Commission - John Reed
John Reed discussed the Human Rights Academy and issues of the current population of immigration on Cape Cod and how they are striving to help that population. Commissioner Flynn commented that one important issue is of them not being able to get a viable form of identification and posed the possibility of creating a County I.D.

Commissioners Flynn and Lyons commented that they are pleased with the work as well as progress of the program.

Commissioners recessed at 2:15 p.m.

Chairman Flynn called the meeting back to order at 2:25 p.m.

2:30 p.m. Children’s Cove - Stacy Gallagher
Stacy Gallagher stated that the budget for Fiscal Year 2014 was reasonably the same. The position of Family Assistant/Family Advocate is currently a split position and needs to be changed to be only that of a Family Advocate with an increase in salary. The improvements for the structure and property to be made under the direction of Steve Tebo, Interim Facilities Director, were discussed and are being looked forward to having accomplished.

State funding is $100,000 this year. Ideas for more fund raisers are being explored. Mark Zielinski suggested a bike or walk on the Shining Sea walkway. Commissioner Lyons suggested a time frame of after Labor Day and that it would be to create awareness to farther areas ie., the outer-Cape.

Mark Zielinski briefly discussed the 911 Committee and status of members. The committee will pursue the 911 grant funding for the purpose of regional centralized use that a state entity cannot provide. He explained that an issue is that it is not that the state won’t work on it - it’s that they can’t. Also, that it would appear that the Sheriff is favoring a status quo. Currently has eight towns. The County feels that it has a better chance at coordinating a plan that would encompass all 15 towns of Barnstable County.

Commissioner Flynn mentioned that the proposed model is one that is successfully working elsewhere and has a sustainable funding source.
Commissioner Lyons suggested a letter go out explaining that it is the obligation of the County to do this.

Commissioner Flynn mentioned that it be presented and if the Sheriff cares to participate, he is welcome.

**ACTIONS TAKEN BY THE BOARD OF COUNTY COMMISSIONERS – JANUARY 9, 2013**

Motion made by Commissioner Doherty to ratify the actions taken by Mark Zielinski, County Administrator, and to approve the following items, 2nd by Sheila Lyons. Approved 3-0-0.

1) Ratified Mark Zielinski’s, County Administrator, actions for approving the following items on December 21, 2012:
   a. Cape Cod Municipal Health Group payment approval for the month of January 2013, in the amount of $325,746.70
   b. Personnel Form terminating the full-time employment of John Morse effective 03/01/2013.
   c. Personnel Form reducing the hours of employee John Morse from full-time to hours to 15.0 hours per week from 01/07/13 through 03/01/13.
   d. Personnel Form approving the Intent to Fill Vacancy for the position of Finance Assistant.

2) Appointment of Lee Berger as an at-large representative to the Barnstable County Home Consortium Advisory Council for term through January 31, 2016.

3) Extension of terms of Cape Cod Economic Development Council members for the Felicia Penn, Richard Presbrey, Paul Rumul to 12/31/15. And, the re-election of David Willard as Chair and Felicia Penn as Vice Chair until a new vote at the first meeting of 2014.

4) Re-appointment of the following members to the Children’s Cove Advisory Board 2012-2014: Charlotte Striebel, Kevin Wright, Robin Trainor, Mike Miller, Mary LeClair, Sue Rorhbach, Leslie Moreland.

5) Prepay request by the Cape Cod Commission of American Society of Landscape Architects in the amount of $325.00 for the ASLA 2013 Awards entry fee for submitting Visual Impact Assessment Technical Bulletin for Professional Award.
6) Prepay request by the Cape Cod Cooperative Extension in the amount of $10,000 to the Commonwealth of Massachusetts Division of Marine Fisheries for a scientific collecting permit for the department’s Marine Program Educators to utilize.

7) Prepay request by the Resource Development Office to pay $462.50 to Papa Gino’s/D’Angelo’s for volunteer lunches on 01/19/13 and 01/21/13 for AmeriCorps service events.

8) Prepay request by the Facilities Department for alarm monitoring contract with Alarm New England (formerly Inter-City Alarms) in the amount of $299.40 for Extension Farmhouse offices for the period 01/01 - 12/31/2013.

9) Lease renewal between the Barnstable County Registry of Deeds and Realty Publishing Center, Inc. in the amount of $2,788.00 for the delivery of tax assessors’ books of all 15 Cape Cod towns for the period of 01/01/13 - 12/31/13.

10) Transfer request from the Department of Health & Environment in the amount of $1,000 for Regional Emergency Preparedness Program equipment.


13) Contract amendment between Cape Cod Commission and Acela, Inc. to extend the contract period from September 10, 2012 through April 30, 2013 in the amount of $5,920.

14) Contract between Cape Cod Commission and Hannah Engelson in the amount of $3,000 for the period of January 9, 2013 through March 31, 2013 for the preparation of video presentations regarding wastewater issues on Cape Cod and Watershed Multi-Variant Planner (MVP).

15) Grant agreement between Cape Cod Cooperative Extension and Woodbury’s, Inc. in the amount of $2,358 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.
16) Grant Agreement between Cape Cod Cooperative Extension and Nick Nickerson in the amount of $2,000 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.

17) Grant Agreement between Cape Cod Cooperative Extension and John Milliken in the amount of $1,450 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.

18) Grant Agreement between Cape Cod Cooperative Extension and Gardener Loring in the amount of $1,300 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013. Grant agreement between Cape Cod Cooperative Extension and Jared Hemmila in the amount of $1,267 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.

19) Grant Agreement between Cape Cod Cooperative Extension and R. Andrew Cummings in the amount of $650 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.

20) Grant Agreement between Cape Cod Cooperative Extension and MA Aquaculture Association in the amount of $1,050 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.

21) Grant Agreement between Cape Cod Cooperative Extension and Mark Begley in the amount of $1,500 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.

22) Grant Agreement between Cape Cod Cooperative Extension and Sally Andreola in the amount of $500 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.

23) Grant Agreement between Cape Cod Cooperative Extension and Nicholas H. Turner in the amount of $1,675 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.

24) Grant Agreement between Cape Cod Cooperative Extension and Jacob Puffer in the amount of $750 for SEMAC aquaculture research for the period of January 15, 2013 through November 15, 2013.
25) An Amendment to the Grant Agreement between the Department of Health & Environment and the Commonwealth of Massachusetts to extend the original contract period to June 30, 2014 for the investigating composting toilets contract.


27) Third Amendment to Contract between Cape Light Compact and RISE Engineering to amend the amount of the Residential Conservation Services Program contract to $9,125,204.73.

28) Cooperative Agreement between Barnstable County and the Town of Falmouth up to a maximum amount of $50,000 to dredge Falmouth Inner Harbor and Eel River.

29) Contract renewal option request between Barnstable County Purchasing Department and PCS Environmental to conduct household hazardous waste collections for the contract renewal period of January 1, 2013 through December 31, 2013.