MEETING NOTES

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

Staff Present:
Mark Zielinski  County Administrator
Kara Mahoney  Administrative Assistant

Chairman Flynn called the meeting to order at 1:02 p.m.

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

Commissioner Flynn asked for public comment. None offered.

I. AmeriCorps Hurricane Sandy relief effort update - Riley Moffatt, Matt Spears, Jason Ross and Amy Henderson

Members of the AmeriCorps Cape Cod Program attended the Commissioner’s meeting to update the Commissioner’s on their efforts to assist with Hurricane Sandy relief.

Matt Spears reported on his deployment with the National Park Service to Forts Wadsworth on Staten Island, New York. He told of seeing long lines for gas in Connecticut and his seven days of cleaning up the Statue of Liberty and Ellis Island. There was 3-5 feet of water and heavily damaged buildings that needed to be torn down.

Jason Ross worked with Sean O’Brien on the Regional Emergency Preparedness Committee (REPC). He worked 12 hour shifts at the Multi-Agency Coordination Center located at the Fire Station on Otis Air force Base. He handled phone calls for requests that came in needing assistance with trucks, sand bags or any other needs.

Riley Moffatt reported that they are still on standby to be deployed to Staten Island to assist in shelters. Sean O’Brien and Mark Foley are both currently deployed as Incident Command Managers working on State Island.

II. Special Commission Progress Report - Mark Zielinski
Mark Zielinski, County Administrator, distributed his memo dated September 12, 2012 that gave a status of review of the Special Commission Recommendations. He felt now was an appropriate time to review again where they are with reviewing the recommendations. He reported that other than Recommendations #4, Workforce Investment Board, and #7, Economic Development (CEDS), all functional recommendations had been discussed and they were the remaining two recommendations that needed to be followed up on and scheduled on their agenda for discussion.

Regarding the Governance Recommendations Mr. Zielinski stated they would be harder to do because these required making changes to the Charter and that would require going to the legislature. Mr. Zielinski recapped that at their June 27, 2012 meeting they began discussing using a Strategic Plan process to vet the Governance recommendations. A draft Strategic Plan Scope of Services was provided on July 11th. Although it was an agenda item for the July 18th meeting the Commissioners did not finalize the scope of services. He advised that they needed to begin the effort to finalize the Strategic Planning discussion and the Scope of Services and to bring someone in that could help them through the process.

Commissioner Doherty suggested as a point to start that the Commissioners hold a joint meeting with the Assembly of Delegates to discuss issues. Mark Zielinski suggested the Commissioners have their thoughts together on the County Structure before discussing with the Assembly.

Due to Commissioner Doherty needing to attend the Cape Light Compact Board Meeting it was decided to postpone the Treasurer’s report to the next meeting.

Mark distributed copies of the draft of the Facilitation & Strategic Planning Scope of Services.

Mark Zielinski recommended the Commissioners vote to authorize him to issue the Request for Proposals (RFP) for the Facilitation & Strategic Planning Scope of Services pending Sheila Lyons comments. Bill Doherty moved, 2nd by Pat Flynn, approved 2-0-0.
Motion made Bill Doherty to approve the following items, 2nd by Mary Pat Flynn, approved 2-0-0.

1) Ratified the actions of E. Mark Zielinski, County Administrator, for approving the prepay request of Janice O’Connell, County Clerk, to attend the Massachusetts Municipal Association Annual Meeting and Trade Show in the amount of $179 and the Sheraton Boston Hotel for January 24-26, 2013 in the amount of $193.42.
2) Ratified the actions of E. Mark Zielinski, County Administrator, for approving the payroll warrant of November 9, 2012 in the amount of $456,497.68.
3) Authorized the County Treasurer to prepay Northwest Energy Efficiency Council a deposit in the amount of $2,500 to conduct the 2013 Building Operator Certification Course (Level I) for all Cape Cod & Martha’s Vineyard Municipal Employees.
4) Executed the Agreement between the Resource Development Office/AmeriCorps Cape Cod and Daniel Rossetti d/b/a Mid-Cape Plumbing to provide plumbing work to the Wellfleet AmeriCorps House in the amount of $3,500 for the period beginning November 9, 2012 and authorized the County Treasurer to prepay a deposit in the amount of $1,700.
5) Executed the Agreement between the Resource Development Office/AmeriCorps Cape Cod and Mark Hatch, All In One Plumbing, to provide plumbing work to the Wellfleet AmeriCorps House in the amount of $4,920 beginning November 9, 2012 and authorized the County Treasurer to prepay a deposit in the amount of $1,700.
6) Authorized the County Treasurer to transfer funds in the amount of $500 for the Human Rights Commission.
8) Executed a Letter of Support for the Regional Unified Communications System Grant Application to the Massachusetts Executive Office for Administration and Finance Community Innovation Challenge Grant Review Committee.
9) Executed an Amendment to Contract between Cape Cod Commission and the Bourne Affordable Housing Trust Fund to extend the duration of the affordable housing technical assistance project through June 30, 2013.
10) Executed a 4-H Service Contract between Cape Cod Cooperative Extension and David Kooharian in the amount of $510 for the period of November 14, 2012 through June 30, 2013.
11) Executed a Service Contract between Cape Cod Cooperative Extension and Sandra Macfarlane to initiate and organize a Community Shellfish Action Program for Barnstable County.
12) Executed a Second Amendment to the Energy Star Lighting & Consumer Products Program Contract between Cape Light Compact and Helgeson Enterprises, Inc. to stricken and replace Exhibit B for the contract price and rates.
13) Executed a Second Amendment to the Cool Smart Residential HVAC Equipment Program Contract between Cape Light Compact and Helgeson Enterprises, Inc. to stricken and replace Exhibit B for the contract price and rates.
14) Executed a Contract Amendment between Human Services and Rasneet Sandhu to extend the contract to develop a behavioral health resource guide to June 30, 2013.
15) Executed the Annual Agreement for Operating System & Database Administration Support between Barnstable County and Tyler Technologies, Inc. in the amount of $4,999.31 for the period of December 1, 2012 through November 30, 2013.
16) Approved the out-of-state travel request of Diane Murphy, Fisheries & Aquaculture Specialist, to attend the Northeastern Regional Aquaculture Center Extension Meeting in Groton, CT on November 19, 2012 and November 26, 2012.
17) Approved the Accounts Payable warrant of November 14, 2012 in the amount of $1,307,057.57.
19) In her capacity as Chair, Commissioner Flynn executed Certificates for Dissolving Betterments for the following:

   James J. and Sheila M. Farrelly
   Lucille Graham and Rosena Ray
   Robin R. Blakeman
   Joseph M. and Lois E. Zorawick
   Patrick F. and Michelle L. Golinski
   Lisa M. McGrath
   Richard J. and Paula M. Auclair
   Katherine E. Trainor
   John D. Kent
   William H. and Catherine A. Tarbokas

Commissioners received and approved notice from the Resource Development Office/AmeriCorps Cape Cod that Riley Moffatt, Interim Resource Development Officer, has been promoted to Interim Program Coordinator effective 11/19/2012.
Commissioners received and approved notice from the Resource Development Office/AmeriCorps Cape Cod that Philip Burt, AmeriCorps Program Coordinator, is returning to Resource Development Officer effective 10/19/12.

### III. County Administrator report

Mark Zielinski reported that he followed up on Steve Baty’s concerns with the IT Department and videography contract. He asked Elaine Davis, Chief Procurement Officer, to look into possible non-compliance. Ms. Davis reported back that the issue of only one video camera was already being addressed by the IT Department and there are no contractual issues. The County is saving a lot of money with the current contract.

Mr. Zielinski also announced that the Cape Cod Cooperative Extension is doing their annual food drive now through November 30th. The box to drop off canned or non-perishable food is in the Extension Office, basement level of the Registry of Deeds/Probate Building. More information about the food drive can be found on their website capecodextension.org.

Mr. Zielinski also reported that the month of September saw one of the biggest months in Deeds revenue since 2004. October came back down a little. All indications are the housing market has improved on Cape Cod.

Barnstable, ss. At 1:56 p.m. on this fourteenth day of November, A.D. 2012, Commissioner Doherty moved to adjourn, 2nd by Commissioner Flynn, approved 2-0-0.