

## **MEETING NOTES**

### **Board of the Barnstable County Commissioners:**

William Doherty	Present
Mary Pat Flynn	Absent
Sheila R. Lyons	Present

### **Staff Present:**

Mark Zielinski	County Administrator
Kara Mahoney	Administrative Assistant

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

### **I. PUBLIC COMMENT**

Jari Rapaport, League of Women Voters, commented that the League was appalled to hear that the Commissioner's rejected a proposed ordinance from the Assembly to establish a position for a Finance Director and that it was not posted on the agenda. She also made a statement on the Commissioner's practice of not listing items on the agenda that they approve weekly. She suggested that the Assembly of Delegates and the Commissioners discuss ways that communication can be approved.

Sean O'Brien and Mark Foley from the Incident Management Team reported on their deployment to New York to assist with Hurricane Sandy relief efforts. They were there for 13 days with 9 representatives from Barnstable County and they worked alongside six representatives from the Worcester area. They assisted with setting up fueling stations and were then reassigned to the staging area located at City Field where they gather generators, lights and other items needed to be deployed in to the city.

Sheila Lyons arrived at 2:40 p.m.

Richard Watts, Yarmouth resident, inquired on the status of the Aquaculture Research Center (ARC) purchase. Commissioner Flynn responded that they are currently consulting with an Attorney and gathering information. They expect to have a meeting on it soon.

### **II. STRATEGIC PLAN DISCUSSION**

Commissioner Flynn opened the discussion saying it was time to set dates and determine topics that need to be discussed first. The first topic discussed should be internal organization that includes the Special Commission's recommendation for a strong County Executive and separating the role of Finance Director. She reported that the Commissioner's rejected the proposed ordinance because it did not include a funding source. She also pointed out that there are also contractual issues involved because the County can't bring someone in when the position is filled by someone that has a contract that stipulates his positions and responsibilities.

The Commissioners discussed coming up with goals that were broad, general statements. A few suggested were Economic Development, Information Technology and Communications, 911 Dispatch and Open Cape.

The Commissioners also discussed their upcoming meeting agendas.

- December 19<sup>th</sup>: Start time 11:00 a.m. to include Strategic Plan discussion
- January 2<sup>nd</sup>: Sheila Lyons will not be available. Commissioners agreed to move reorganizing to the January 9<sup>th</sup> meeting.

### **III. BUDGET POLICY DISCUSSION**

Commissioner Flynn handed out an example of a municipal budget policy from the Town of Falmouth. The Commissioners discussed establishing policies for the County and what is needed.

Mark Zielinski arrived at 3:00 p.m.

Mark advised that Elaine Davis, Chief Procurement Officer, is working on picking out vendors.

Discussion was held on performance budgeting.

### **ACTIONS TAKEN BY THE BOARD OF COUNTY COMMISSIONERS – NOVEMBER 28, 2012**

Bill Doherty asked for more information on the contract to upgrade and design the County website with Penguin Digital Design. He was concerned on the kind of product they were going to get and if it would reflect what they wanted. Mark Zielinski advised that the Commissioners would be part of the process and would receive a draft proposal of the website and an opportunity for input before it goes live.

Bill Doherty also asked for clarification on the request to waive the Barnstable County Personnel Policy on County employees having a valid Massachusetts license. Mark Zielinski responded that the request was specific to AmeriCorps members who have valid licenses in their home states and wish to retain their residency there. The request was not for all County employees.

Motion made by Bill Doherty to approve the Minutes of November 28, 2012, 2<sup>nd</sup> by Sheila Lyons, approved 2-0-1. Mary Pat Flynn abstained as she was not present at the meeting.

Motion made by Bill Doherty to approve the following items, 2<sup>nd</sup> by Sheila Lyons, approved 3-0-0.

- 1) Ratified the actions of Mark Zielinski, County Administrator, for approving the following documents:
  - a. Payroll Warrant of 11/23/2012 in the amount of \$477,955.83.
  - b. Notice from Cooperative Extension that Laura McMahan, Administrative Assistant, resigned effective 12/31/2012.
  - c. Notice from Cooperative Extension for the intent to fill vacancy for a part-time Administrative Assistant.
  - d. Wire transfer request from Joanne Nelson, Assistant Treasurer, to the Cape Cod Municipal Health Group for the month of December 2012.
  - e. Prepay request from the Commissioner's Office to renew Kara Mahoney's bond/policy with CNA Surety using FY13 funds in the amount of \$875 for the period of January 23, 2013 through January 23, 2014.
  - f. Prepay request from the Commissioner's Office to Chef Roland in the amount of \$2,312.50 for catering services provided for the Commissioner's Annual Holiday Lunch on 12/19/2012.
  - g. Prepay request from Human Services to Stop & Shop Supermarket in the amount of \$200 to purchase debit cards.
  - h. Payment Authorization from the Registry of Deeds to CNA Surety in the amount of \$510 for John F. Meade's bond for the period of January 4, 2013 through January 4, 2019.
  - i. Transfer request from Human Services in the amount of \$670 to cover costs associated with ipad internet access and subscriptions for Fiscal Year 2012.
  - j. Out-of-state travel request from Joshua Reitsma, Marine Program Specialist, to attend an aquaculture extension meeting and then the Northeast Aquaculture Conference and Expo from December 11-15, 2012 in Mystic, Connecticut.
  - k. Out-of-state travel request from Diane Murphy, Fisheries & Aquaculture Specialist, to attend an aquaculture extension meeting and then the Northeast Aquaculture Conference and Expo from December 11-15, 2012 in Mystic, Connecticut.
  - l. Agreement between the Department of Health & Environment and Margaret A. Stanton to provide nursing services to the Cape Cod Municipal Health Group wellness fairs in the amount of \$31 per hour for the period of November 1, 2012 through June 30, 2013.
  - m. Agreement between Barnstable County and M-V Electrical for fire alarm replacement at the former House of Correction (bid awarded on 11/7/2012).
  - n. Agreement between Human Services and Hayley Conway to provide assistance with the Behavioral Health Landscape Project in the amount of \$1,000 for the period of December 3, 2012 through June 30, 2012.
  - o. Membership form between Barnstable County and Power Options for membership to receive the competitive pricing for the natural gas bid for Steven Tebo, Interim Facilities Director, Mark Zielinski, County Administrator, and Elaine Davis, Chief Procurement Officer.
  - p. Payroll warrant of 12/7/12 in the amount of 4479,091.71

- 2) Prepay request from Cape Light Compact to Chatham Bars Inn in the amount of \$1,138.70 for the Cape Light Compact staff retreat on February 1, 2013.
- 3) Prepay request from Cape Light Compact to RAAB Associates, LTD in the amount of \$3,000 for the 2013 New England Electricity Restructuring Roundtable sponsorship.
- 4) Prepay request from Human Services to Constant Contact using FY13 funds in the amount of \$120 for Event Spot to market events to a broad list of department contacts for the period of December 2012-June 2013.
- 5) Prepay request and Contract from the Information Technology Department to Penguin Digital Design to upgrade the County's main website, barnstablecounty.org in the amount of \$2,975 for the period of December 12, 2012 through June 30, 2012.
- 6) Prepay request from the Registry of Deeds to CNA Surety to renew the bond for John F. Meade, Register of Deeds, in the amount of \$510 for the period of January 4, 2013 through January 4, 2019.
- 7) Transfer request from the Fire Training Academy in the amount of \$100 to cover a vehicle lease agreement.
- 8) Transfer request from the County Commissioner's Office in the amount of \$28.91 to cover the renewal cost of Kara Mahoney's bond/policy with CNA Surety.
- 9) Transfer request from the Department of Health & Environment in the amount of \$200 for use of vehicle to New York for the emergency response to Hurricane Sandy.
- 10) Transfer request from the Resource Development Office in the amount of \$1,620 to purchase new chainsaws, brush kings and brush king blades for the AmeriCorps program.
- 11) Authorize the use of \$4,000 of County grant match funds from the Resource Development Office Matching funds line to match the Massachusetts Service Alliance grant awarded to AmeriCorps Cape Cod for the Martin Luther King Day of Service 2013.
- 12) Request from Darlene Johnson-Morris to waive the Barnstable County Personnel policy that all County employees must have a current, valid Massachusetts driver's license for Riley Moffatt, Interim Program Coordinator, Keith Hopkins, Program Specialist, Erik Boyer, Program Supervisor-Wellfleet, and Daniel Schell, Program Supervisor-Bourne.
- 13) Executed a Discharge of Mortgage for Jayne M. Bissonnette.
- 14) Executed an Amendment to Contract between Cape Cod Commission and Ridley and Associates to extend the duration of the contract through April 30, 2013.
- 15) Executed an Independent Contractor Agreement between Barnstable County and Old Kings Highway Regional Historic District Commission to provide financial record keeping for the Commission in the amount of \$900 for the period of January 1, 2013 through December 31, 2013.
- 16) In her capacity as Chair, Commissioner Flynn executed Certificate of Betterments for the following:
  - Glen N. and Jenny L. Smith
  - Eileen M. Leduc-Dean
  - Eugene J. and Mary F. Provenzano
  - John J. and Rachel G. M. Nicholas
  - John and Niki R. Anastasiou
  - David M. Geary

Cynthia P. Carter  
Peter J. Foss  
Kevin B. Powers

- 17) In her capacity as Chair, Commissioner Flynn executed a receipt for the Massachusetts Department of Transportation, Highway Division, certifying that Mashpee Road, now being known as Water Street (Route 130), Layout No. 8336 has been abandoned and the plan (and a written instrument) has been filed in the Office of the Town Clerk of Sandwich.
- 18) Approved E. Mark Zielinski's, County Administrator, reimbursement form for the period of July 2, 2012 through October 31, 2012.
- 19) Approved Mark Zielinski's timesheets for the period of November 4-December 15, 2012.
- 20) Executed an Office Lease between Barnstable County and the Commonwealth of Massachusetts.

Commissioners received and approved notice from Cape Cod Cooperative Extension that Abigail Franklin has been hired to fill the position for Marine Resource Specialist effective 1/14/2012.

Commissioners received and approved notice from the Finance Department to establish a new position for a part-time County Accountant.

Commissioners received and approved notice from the Finance Department that Joanne Nelson, Assistant Treasurer, has changed position to the part-time County Accountant effective 12/12/12.

Commissioners received and approved notice from the Finance Department that Patricia Rogers, Finance Assistant, has been promoted to Assistant Treasurer effective 12/12/12.

Commissioners received and approved notice from the Finance Department the intent to fill vacancy for the position of Finance Assistant.

#### **IV.COMMISSIONERS REPORTS**

Sheila Lyons announced the NOAH Shelter's annual telethon is tonight and all 3 Commissioner's would be there. It would be broadcasted on Channel 99.

Barnstable, ss. At 3:53 p.m. on this twelfth day of December, A.D. 2012, Sheila Lyons moved to adjourn, 2<sup>nd</sup> by Bill Doherty, approved 3-0-0.