

MEETING NOTES

Board of the Barnstable County Commissioners:

William Doherty	Absent
Mary Pat Flynn	Present
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

Lev Malakoff of the Cape Cod Commission and Tom Chair, Cape Cod Regional Transit Authority, attended the meeting to update the Commissioners of all the events occurring during Cape Cod Bike Week (May 12-19), and request they sign a Proclamation for Smart Transportation Week (June 24-30).

Richard Andres, Resident, asked the Commissioners to clarify the agenda items from the May 9th agenda and why they are the same as items posted on the May 16th agenda. Commissioner Flynn explained that items posted under Commissioners' actions are the everyday business of the County that requires their approval, such as money transfers, out-of-state travel requests. These items are listed in categories on the agenda but a more detailed list called the Summary of Items are provided to the Commissioners and available to him and any member of the public upon request. Commissioner Lyons gave her copy to Mr. Andres.

II. Briefing by Sullivan & Rogers on the FY11 Audit

Matthew Hunt, Shareholder, and Chris Rogers, Shareholder, of Sullivan & Rogers, came to brief the Commissioners on the FY11 Audit. Due to the limitation of time, as they were scheduled to provide a briefing to the Assembly of Delegates Finance Committee at 3:00 p.m., Mr. Hunt advised that they did not have the 15 minutes needed to do their briefing and instead asked the Commissioners if they had any specific questions on the financial statements and they would address those questions.

Commissioner Lyons asked what the County's response was if there were suggestions? Mark Zielinski commented that any

recommendations made by the auditors are addressed under the response comment in the Management Letter and the County has implemented the corrections. Mr. Hunt responded that the County does a great job of implementing recommendations.

Commissioner Flynn asked if they also audit Cape Light Compact and the Cape & Vineyard Electric Cooperative (CVEC). Mark Zielinski responded that Cape Light Compact is included in the County audit and that Sullivan & Rogers has been hired to do a separate audit for CVEC.

Matthew Hunt offered to come back at another time if the Commissioners would like a more thorough financial summary.

ACTIONS TAKEN BY THE BOARD OF COUNTY COMMISSIONERS – MAY 16, 2012

Commissioners could not approve the Minutes of May 9th because Commissioner Doherty was not present and he was needed to approve the Minutes with Commissioner Lyons. Commissioner Flynn would need to abstain as she was not present. The vote to approve was postponed to the May 23rd meeting.

Motion made by Sheila Lyons to approve the Summary of Actions, 2nd by Mary Pat Flynn, approved 2-0-0.

1) Ratified the actions of Mark Zielinski, County Administrator, for approving the payroll warrant of 5/11/2012 in the amount of \$458,268.78.

2) Ratified the actions of Margaret T. Downey, Assistant County Administrator, for approving the Resource Development Office's transfer request in the amount of \$800.

3) Authorized the County Treasurer to transfer funds for the following:

- a. Facilities: \$8,700
- b. Finance: \$2,053.79
- c. Health: \$5,000
- d. Resource Development Office: \$100, \$5,000

4) Approved the fund balance transfer request from Joanne Nelson, Assistant Treasurer.

- 5) Approved the prepay request to the Cape and Islands Collectors/Treasurers Association in the amount of \$25 for Mark Zielinski, County Treasurer, to attend the Spring meeting on May 21, 2012.
- 6) Approved the prepay request to the Hyatt Regency Crystal City at Reagan National Airport in the amount of \$470.80 for Deborah Fitton's, Energy Education Coordinator, hotel accommodations while participating in the annual National NEED Youth Awards from June 22-25, 2012.
- 7) Approved the prepay request and agreement to The Dexter School-Briarwood Conference Center in the amount of \$670 for the AmeriCorps Program Directors meeting on May 23, 2012.
- 8) Approved the request to establish a new fund and executed the Research Subaward Amendment for the Woods Hole Oceanographic Institution Grant Award for the period of February 1, 2012 through January 31, 2014.
- 9) Approved the prepay request to reimburse Christin Marshall, RDO/AmeriCorps Program Specialist, in the amount of \$335.60 for airfare to the Conference for National and Community Service in Chicago, IL from June 17-20, 2012.
- 10) Approved the prepay request to reimburse Riley Moffatt, RDO/AmeriCorps Program Specialist, in the amount of \$297.60 for airfare to the Conference for National and Community Service in Chicago, IL from June 17-20, 2012.
- 11) Approved the request to establish a new fund for the "Cape Cod Drug Diversion Initiative" grant.
- 12) Approved the prepay request and agreement in the amount of \$150 to the Cape Cod and Islands Boys Scouts of America for the AmeriCorps member retreat from June 6-8, 2012.
- 13) Approved the out-of-state travel requests of Maggie Downey, Cape Light Compact Administrator, and Debbie Fitton, Energy Education Coordinator, to attend the National Energy Education Development-National Youth Awards in Washington, DC from June 22-25, 2012.
- 14) Awarded the Bid for the *Supply and Delivery of Janitorial Supplies* to the following bidders: Cape Cod Paper, MSC Industrial Supply, HT Berry, WB Mason, ERC Wiping Products, Unipak Corporation.

15) Approved the Substantial Amendments to the Barnstable County HOME Consortium's 2010-2014 Consolidated Plan.

16) Approved the Barnstable County HOME Consortium's 2012 Annual Plan.

17) Approved the Amendment to the Dredging Agreement between the County and the Town of Harwich to revise the total budget of \$97,629 due to the reduction of dredging work for Allen Harbor inlet.

18) Approved the Amendment to the Cape Cod Regional Tobacco Control Program Contract with the Massachusetts Department of Public Health to amend the amount of the contract to \$156,928.

19) Approved the Response 319 Nonpoint Source Pollution Grant Program Administrative Summary between the Department of Health and Environment and the Massachusetts Department of Environmental Protection to request funds to conduct research on septic systems and endocrine disrupting compounds at the Massachusetts Alternative Septic System Test Center.

20) Approved the Grant Agreement between Barnstable County acting by and through the Cape & Islands Regional Network to Address Homelessness and the Homeless Prevention Council to administer the Pilot Support Program for Persons Moving from Motels for the period of May 2, 2012 through June 30, 2012.

21) Approved the Grant Agreement between Barnstable County acting by and through the Cape & Islands Regional Network to Address Homelessness and the Council of Churches to administer the Pilot Support Program for Persons Moving from Motels for the period of May 2, 2012 through June 30, 2012.

22) Approved the Grant Agreement between Barnstable County acting by and through the Cape & Islands Regional Network to Address Homelessness and the Duffy Health Center to administer the Pilot Support Program for Persons Moving from Motels for the period of May 2, 2012 through June 30, 2012.

23) Approved the Grant Agreement between Barnstable County acting by and through the Cape & Islands Regional Network to Address Homelessness and the Housing Assistance Corporation to administer the Pilot Support Program for Persons Moving from Motels for the period of May 2, 2012 through June 30, 2012.

24) Approved the request from the IT Department to offer a Request for Proposal for a Technical Support Contractor for a five-year term of contract. The RFP is offering a one-year contract with the option to renew four times for one year additional periods.

25) Approved the option to renew the Contracts with B&B Electric and Robert W. Irvine & Sons Plumbing for an on-call tradespersons for electric and plumbing services for one addition year from July 1, 2012 through June 30, 2013.

26) Approved the Amendment to the Sustainable Materials Recovery Program Contract with the Massachusetts Department of Environmental Protection to extend the duration through June 30, 2017.

27) Approved the notice from the Department of Health & Environment that Erin Thompson has been hired for the position of Bathing Beach Sampler/Analyst effective 5/29/2012.

28) Approved the notice from the Facilities Department that Tyler C. Evaul has been hired for the Mass Maritime Summer Co-operative Program effective 6/14/2012.

29) Approved the notice from the Registry of Deeds that Joyce Kevorkian, Recorded Land Clerk, will retire effective August 8, 2012.

30) Approved Mark Zielinski's timesheet for the period of May 6-19, 2012.

31) Approved the accounts payable warrant of 5/16/2012 in the amount of \$933,975.13.

III. Discussion on the Recommendations by the Special Commission on County Governance

Mary Pat Flynn announced that this would be a standing item on the agenda each week even if nothing is discussed and since Commissioner Doherty was not present and would have opinions to offer they would not be discussing any recommendations this week.

The Commissioners discussed putting together a document on how they may wish to proceed. They also discussed preparing a draft of the County Executive job description.

Mark Zielinski suggested as a first step that he and the Commissioners go back and start with the Charter that gave the Commissioners, Assembly and County their powers. Commissioner Flynn suggested that they do it in a 2 hour or more workshop. It was also suggested to invite Special Commission Co-chairs, Rob O'Leary and Henri Rauschenbach to an upcoming meeting.

IV. Reports from Commissioners and County Administrator

1) Weekly report from County Administrator

- a. Mr. Zielinski presented the Commissioners with the supplemental budget ordinance for the Fire Training Academy (FTA). The FTA negotiated a contract with the Massachusetts Maritime Academy to provide training for next Fiscal Year. The money will be used to buy supplies and materials in advance and will be recovered in the fees charged for the training.

Motion made by Sheila Lyons to move the ordinance in front of the Assembly, 2nd by Mary Pat Flynn, approved 2-0-0.

- b. Commissioners received an invitation from Congressman Keating to attend the "Beyond the Yellow Ribbon, Cape Cod Uniting for Our Veterans" on Thursday, May 24, 2012 at 6:00 p.m. at the Dennis Yarmouth High School. The forum will inform and educate on how to best assist our returning veterans and their families.
- c. Commissioners received an invitation to attend the Graduating Ceremony for Fire Training Academy Fire Training 1 and Fire Training 2 on Saturday, May 19th from 5-8 p.m.
- d. Received a letter from Joan Ellis, Resident from across the street, requesting permission to place flags on the front lawn of the Superior Court House on Memorial Day and Flag Day. He had already given her permission on their behalf.

2) Individual reports from the Commissioners on attendance at functions and events of note

- a. Mary Pat Flynn reported on her attendance at the Smarter Cape Cod Summit. 440 registrants

attended. There were workshops on Environment, Economic Development, Wastewater, Education, Energy and Health Care. Workshops were very well done.