

MEETING NOTES

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At a regular meeting of the County Commissioners held in the Superior Court House in Barnstable on the eighth day of May, A.D. 2013.

Chairman Flynn called the meeting to order at 12:03 p.m.

Board of the Barnstable County Commissioners:

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

Staff Present:

Mark Zielinski	County Administrator
Justyna Marczak	Administrative Assistant

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

I. Public Comment - None offered

II. Discussion and Potential Vote on Ordinance 13-02 "Supplemental Appropriations FY 2013 Fire Training Academy and County Dredge" as adopted by the Assembly of Delegates on May 1, 2013.

Motion made by Commissioner Doherty to approve the Ordinance 13-02, "Supplemental Appropriations FY 2013 Fire Training Academy and County Dredge", 2nd by Commissioner Lyons, approved 3-0-0.

Motion made by Commissioner Flynn to approve the amended Minutes of April 24, 2013 as follows, 2nd by Commissioner Lyons, approved 3-0-0:

Replace on page 2: "Commissioner Doherty pointed out another flaw of the language. By appointing someone other than an employee then the County would have to hire such person as a special employee".

With: "Commissioner Doherty pointed out another flaw of the language. By appointing someone other than a current employee then the County's appointment would make them a special employee under Mass General Law".

Motion made by Commissioner Doherty to approve the Minutes of May 1, 2013, 2nd by Commissioner Lyons, approved 3-0-0.

III. Commissioners Actions

Motion made by Commissioner Doherty to approve the Summary of items, 2nd by Commissioner Lyons, approved 3-0-0:

1. Adopted the Ordinance 13-02 to add to the County's operating budget for FY 2013, as enacted in Ordinance No. 12-04, by making supplemental appropriations for Fire Training Academy and Dredge Department in the amount of \$57,160.00.
2. Adopted the Ordinance 13-03 to make appropriations for Barnstable County's Operating and Capital Improvement Plan budget for FY 2014, including the operations of the County Assembly, Executive branch, County agencies, boards, commissions, departments and institutions and the maintenance of certain County functions; for interest, reserve funds and serial bond requirements of the County, and for County Capital improvements in the amount of \$27,875,846.00.
3. Executed a Contract in the amount of \$130.00 per hour between Cape Cod Commission and Water Resources Associates for technical and project implementation assistance related to the wastewater management, nutrient management, and related environmental assessments to towns within Barnstable County for the period of from the execution of the contract until June 30, 2014.
4. Executed a Contract in the amount of \$44,000.00 between Cape Cod Commission and Engagement Game Lab at Emerson College for the public engagement services related to regional water quality management (208) plan updated to be executed through December 31, 2013.
5. Executed a Contract in the amount of \$45,000.00 between Cape Cod Commission and Offshoots, Inc. for the technical assistance on alternatives planning related to regional water quality management (208) plan updated for the period of May 1, 2013 - April 30, 2014.
6. Executed a Contract in the amount of \$40,932.00 between Department of Health and Environment and Commonwealth of Mass, Department of Environmental Protection (DEP) for the continued investigation of contaminants of Emerging Concern discharged from onsite systems with emphasis on Endocrine Disrupting Compounds for the period of July 1, 2013 - June 30, 2016.
7. Executed the Amendment to Contract between Cape Cod Cooperative Extension and Mass Department of Agricultural Resources for the

Administration and Operation of the Southeastern Massachusetts Aquaculture Center to change the start date from July 1, 2013 to April 22, 2013.

8. Awarded a bid for technical and project implementation assistance related to the wastewater management, nutrient management, and related environmental assessments to towns within Barnstable County to Water Resource Associates as the responsive, responsible bidder offering the most advantageous proposal.
9. Awarded a bid for the supply and delivery of toners to WB Mason, Tree House, and Kenmark as the responsive, responsible bidders offering the lowest prices.
10. Awarded a bid for the Bulk Delivery of Paper to WB Mason as the responsive, responsible bidders offering the lowest prices.
11. Approved the request from the Resource Development Office to establish a new fund for the newly executed contract between Department of Health and Environment Commonwealth of Mass, Department of Environmental Protection (DEP) for the continued investigation of contaminants of Emerging Concern discharged from onsite systems with emphasis on Endocrine Disrupting Compounds for the period of July 1, 2013 - June 30, 2016 in the amount of \$40,932.00.
12. Approved the request from the Resource Development Office to establish a new fund for the awarded contract between Department of Health and Environment and Commonwealth of Mass, Department of Environmental Protection (DEP) for the continuing investigation of means of improving onsite septic systems for removal of contaminants of emerging concern for the period of July 13, 2012 - June 30, 2015 in the amount of \$58,400.00.

IV. Commissioners' Reports

Commissioner Doherty reported on going to WGBH Communication Seminar.

All three Commissioners talked about their town meetings this past week - Falmouth, Harwich and Wellfleet.

Commissioners also received an invitation to Physician's Forum on Lyme Disease, that will be taking place on May 16th, from 3:00 to 5:00 p.m. at the Hyannis Golf Club.

Mark Zielinski reminded the Commissioners about Smarter Cape Summit that is starting on Monday, May 13th at 8:00 a.m.

Commissioner Doherty talked about the Harwich School Energy Day and what a wonderful job Debbie Fitton, Energy Education Coordinator performed there.

Commissioner Lyons reported on going to Elder Services Annual Breakfast and reminded Commissioners and the public about the Aging and Disability Forum that will be taking place at Cape Codder Resort on Friday, May 10.

Commissioner Flynn reported on going to Joint Land Use Strategy Meeting, developing land use at the Otis Military Base.

V. Discussion and Potential Vote on Ordinance 13-03 "Barnstable County's Operating and Capital Budget for FY 2014" as adopted by the Assembly of Delegates on May 1, 2013.

Motion made by Commissioner Doherty to approve the Ordinance 13-03, "Barnstable County's Operating and Capital Budget for FY 2014", 2nd by Commissioner Lyons, approved 3-0-0.

Commissioner Flynn stated that the Commissioners will go to recess and come back for the Strategic Planning Session after the recess.

VI. Barnstable County Commissioners' Strategic Planning Session - Carole Ridley

Summary of Strategic Priorities and Issues Based on Facilitated Discussions:

Leadership (and Administration)

- County Administrator position:
 - Develop job description
 - Short term (current Commissioners/AoD structure)
 - Long term (merged structure)
 - Determine which executive responsibilities will remain with Commissioners (or merged entity) and which will go to County Administrator - coordinate this analysis with charter review/revisions
 - Appointment of County Executive
 - Veto over department head hiring
 - Approve intermunicipal agreements
 - Appoint regional boards
 - Define Finance Director and Assistant County Administrator positions, short-term and long-term.

- Review and address questions about departmental reporting
 - How will reporting be assigned under a new County Administrator
 - Will Cape Cod Commission continue to report directly to Commissioners/merged entity
- Structural governance changes
 - Articulate stance - Vote on resolution outlining Commissioners' position & develop regional support
 - Work with the Charter Review Commission to implement changes
 - Explore other legal pathways to enacting changes
- Provide policy guidance for departments
 - CA will coordinate annual strategic planning/progress review with Commissioners (based on input from department managers)
 - Institute evaluation/analysis of emerging trends
 - CA and FD will coordinate budgeting around strategic priorities
- Re-enforce County brand
 - Convey all departments as part of a unified county organization
 - Consistency in website presentation
- Inter-departmental communication and collaboration
 - Create workgroups to discuss strategic priorities
 - Identify areas where services are duplicative, or where
- External communications
 - Soliciting local input in county priority setting
 - Communicating results and benefits of County services and programs
- Human Resources
 - Define role, support employees, support department managers (resolve personnel issues, job ratings)
 - Reclassification study - positions, pay scale, overlapping areas of operations, succession planning
 - Allow flexibility in pay scale? (reduce number of positions and allow higher pay scale for remaining positions - no net increase in payroll)
 - Improve timeliness of job classifications and postings.
- Codify administrative policies
 - Accounts Payable Policies
 - Pursue coordination of administrative functions of departments

Financial Stability

- Catch up on unfunded liabilities
- Increase stabilization/reserve fund
- Establish a process for budgeting around strategic priorities
- Direct County Administrator to analyze potential revenue streams and develop plans based on this analysis
 - SIO, RUSS (work in concert with Finance Director, Cape Cod Commission, IT and Open Cape)
 - State permitting activities (work in concert with Finance Director, State legislative delegation and department heads)
- Update County Services Report to estimate value of county services to municipalities/Review county fee structure

Environmental Protection

- Evaluate opportunities for greater coordination between the Cape Cod Commission, Health and Environment Department and Cape Cod Water Resources Protection Collaborative in addressing regional environmental issues.
- Wastewater
 - Develop the regional Section 208 wastewater plan
 - Support Cape Cod Commission efforts to complete the plan
 - Evaluate structure and role of CCWPC in development and implementation of Section 208 plan
 - Assist towns with assimilation and implementation of 208 plan
 - Assist towns with evaluation and monitoring of wastewater issues/technologies
 - Evaluation of I/A systems and other alternatives (Test Center)
 - Transitions, interim solutions - Title 5, sewer
 - Monitoring of technologies and for compliance
 - Assist towns in understanding regulatory environment, in brokering agreements with federal and state entities or contractors, and in securing funding for wastewater implementation.
- Water Quality
 - Fully utilize the state-of-the-art facilities at the county lab through provision of water quality analysis services to towns and citizens.
 - Develop a plan to monitor other contaminants of emerging concern in public water supply
- Land Use Planning

- Continue to develop strategic advantage in geo-spatial planning and design services
- Expand planning and technical assistance services to towns through the SIO
- Promote smart growth land use policies as an integral part of water resource protection and nutrient management efforts.
- Coastal Resources
 - Provide regional analysis and technical assistance to Towns in support of coastal resource protection
 - Promote planning of coastal resource protection in light of Sea Level Rise
- Waste Management/Recycling
 - Continue to support Town disposal of hazardous materials and sharps
 - Evaluate implications of food waste diversion requirements and opportunities for regional support and facilities for composting and anaerobic digestion

Energy Planning & Sustainability

- County Facilities and Plant
 - Continue to invest in building energy efficiency improvements (develop 5 year improvement plan)
 - Evaluate County fleet and develop a plan to phase in hybrid, electric and/or highly fuel efficient vehicles
 - Evaluate and expand county recycling efforts
- Convene a county-wide energy planning effort to
 - Maximize security, reliability, economic savings, and environmental protection
 - Cover 25 years with flexible 5 year plans with specific goals in each energy sector
 - Evaluate the use of Clean Renewable Energy Bonds and other sources to enhance energy services for Barnstable County consumers
 - Identify and pursue federal, state and private grant opportunities for pilot projects and energy development
- Examine the potential to acquire licensing of long term broad band resources in support of smart grid development
- Consider the potential to establish a regional power authority or public utility in cooperation with municipalities.

- Cape Light Compact
 - Negotiate an extended administrative services inter-municipal agreement between the County and municipalities. As an alternate structure, consider revising the intergovernmental agreement and making the CLC a County department
 - Energy efficiency - conduct analysis on options for future of program and make determinations and take action to pursue best option.
 - Smart grid - evaluate opportunities and funding for pilot efforts.
 - Power supply - review options to upgrade purchasing process. Participate in policy discussions to improve market structure and market conditions.

Safe and Healthy Population

- Evaluate opportunities for greater coordination between the Human Services, Health and Environment and Cooperative Extension Service Departments in the provision of regional public health and human services
- Expand prevention screening and public health nursing services
- Coordinate/expand services for youth and families
- Coordinate programs combining corrections, court system, mental health services and drug addiction programs
- Augment Mass 2-1-1 with a regional clearinghouse referral system
- Evaluate and plan for policy implications associated with the federal Affordable Care Act and changes in state budget

Affordable Housing/Low-Income Rental

- Relocate Home Program to HHS department
- Promote homelessness prevention
- Evaluate County role in state-planned consolidation of Housing Authorities

Public Safety/Emergency Preparedness

- Define County role in regional safety

- o Review descriptions of County Public Safety Office/Officer and consider changing the role and/or assignment
- o 2nd Feasibility Study of Central Dispatch will define County role
- Regional Emergency Planning
 - o Continue to support REPC/REPC Coordinator
 - Support REPC efforts to work with the towns to further improve and develop the dialogue, communications and coordination among local emergency and support agencies, and to pursue grant funding to enhance emergency response capabilities
- Fire & Rescue Academy
 - o Continue cutting edge Incident Command System training
 - Expand industrial, institutional and off-Cape clientele
 - o Assess capital needs
 - Prioritize improvements
 - Look for opportunities to make some training services mobile

Economic Opportunity

- Promote regional cooperation on economic development issues to encompass public and private stakeholder organizations
- Continue to support implementation of CEDS as regional economic development "constitution"
- Support CCEDC strategic planning priorities and license plate fund allocation
- Determine County role in providing information services
- Evaluate tri-partite agreement between Barnstable County, Local Workforce Investment Board and JTEC
 - o Evaluate whether County should be named as the fiscal agent and local grant sub-recipient
 - o Evaluate whether to designate Cape Cod Commission as staffing entity for the LWIB
- Promote expansion of buy-local program to encompass agricultural and artisanal products

Regional Services

- IT/RUSS/SIO
 - Define County role vis a vis Open Cape, SIO, RUSS, IT department, etc.
 - Evaluate options for organizational structure to enhance IT capabilities in support of SIO, RUSS, Open Cape and take action to implement preferred option
 - Improve internal IT problem solving/maintenance services for County departments
 - Evaluate opportunities for providing expanded IT services to municipalities

- Transportation Infrastructure
 - Ask CCC to Coordinate meetings of regional transportation groups
 - Set agenda of issues to enhance regional coordination
 - Annual report on progress to Commissioners
 - Ask for a formal liaison position on the CCRTA board

- Resource Development and Grant Writing
 - Identify priority policy areas for conducting grant research
 - Increase technical assistance to municipalities for grant writing and grant administration

- Americorp
 - Seek to renew Americorp program agreement when it expires in
 - Promote Americorp involvement in support of affordable housing, human services, youth services and environmental stewardship

- Mosquito Control
 - Work with state legislative delegation and Mosquito Control Commission to explore drafting of legislation that would transfer the Cape Cod Mosquito Control Program from the state to the County.

- County Dredge
 - Continue to provide dredge services to enhance coastal navigation

Barnstable, ss. at 12:36 p.m. on this eighth day of May, A.D. 2013, Commissioner Flynn moved to adjourn the, 2nd by Commissioner Lyons, approved 3-0-0.