

**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 third day of July, A.D. 2013.

Chairman Flynn called the meeting to order at 9:05 a.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**

Commissioner Flynn explained to the public that the Agenda item, "Performance Evaluation for John F. Meade, Register of Deeds" is a clerical error and it is actually the evaluation and review of the whole Department of Registry of Deeds and not the individual, Mr. Meade.

**II. Performance Evaluation and review for the Department of Registry of Deeds**

John Meade, Register of Deeds gave the Commissioners an update on the status of Registry of Deeds. He said that the month of June was not as impressive in terms of revenue as at the same time last year. However it is still a normal level of revenue and not a reason for concern.

Commissioner Lyons arrived at 09:10 a.m.

Mr. Meade also spoke about few changes at the Registry. One is the electronic record keeping - the Registry is saving money by not sending the documents to the customer via mail but scanning them on site and returning to the customer.

Commissioner Flynn asked what type of storage of records the Registry of Deeds has.

Mr. Meade said that all the records are microfilmed. The microfilm is a very strong and simple archival system and is also checked periodically to make sure it works properly. Also every 15 minutes the Registry backs up its data at the offsite location.

Mr. Meade said that in terms of archival backup the Barnstable County's records are in a very good shape as it has 300 years of records digitized.

Commissioner Flynn asked what the projections for operation in the future were.

Mr. Meade stated that e-filing and in-house recording will be very successful. However there will always be people coming in to the Registry as the land court will always have the need for people to come in in person.

### **III. Elaine Davis, Chief Procurement Officer, Purchasing Department Update.**

Elaine Davis gave the Commissioners a presentation on the Purchasing Department status.

She started by saying that the Barnstable County saved more than half in cost of videography by having the Information Technology Department Matt Flaherty become our new videographer and not contracting an outside videographer.

Next Mrs. Davis talked about how the Request for Proposals (RFP) and Invitation for Bids (IFB) work. The Invitations for Bids require a choice of the lowest bidder and the Requests for Bids does not have that requirement, however the choice of bidder needs to be properly justified.

Mrs. Davis said that there are 3 separate laws that govern Barnstable County's purchases:

- 1) Chapter 30B - Goods and Services (purchases over \$5000.00 that require the solicitation of three quotes and over \$25,000.00 that require sealed bids)
- 2) Chapter 149 - Every contract for the construction, reconstruction, installation, demolition, maintenance or repair of any building by a public agency (purchases between \$10,000.00 and \$24,999.00 that require solicitation of quotes and over \$25,000.00 that require sealed bids)
- 3) Chapter 30, 39M - Public Works Construction (purchases over \$10,000.00 that require sealed bids)

Mrs. Davis then talked about the Purchase Orders that are required in the Barnstable County for every purchase over \$100.00. Fiscal Year 2013 had 4,215 purchase orders totaling \$18,354,543.80 for the County

and 736 purchase orders totaling \$143,495.31 for the 73 town departments. In FY13 the County had a total of \$2,117,425.00 in Bids and RFP's and \$199,708,840.00 in Collective Bids.

Next Mrs. Davis talked about Cape Cod Association of Public Purchasing Officials (CCAPPO) that was established by County Purchasing Division in 2006. It is open to all who are involved in the purchasing duties in their towns. The Inspector General has recognized CCAPPO and allows members to receive recertification credits for the MA Certified Public Purchasing Officials (MCPPO) designation for attendance at CCAPPO meetings. It was involved in several collaborative bids as well as hosted trainings on basic Procurement laws, Construction laws and prevailing wages.

Commissioner Flynn stated that all the Cape towns are very grateful for the County's Purchasing Department and the work Elaine Davis has done for them.

Mrs. Davis provided a Purchasing Department Website that is available for the public to view: <http://purchasing.barnstablecounty.org>

From there the vendors can download the bid specifications, towns can order office supplies, toners and janitorial supplies, view minutes, agendas and handouts from CCAPPO.

In conclusion Mrs. Davis said that moving forward she would like to get more involved in bids for the towns and help them in their purchasing needs.

#### **IV. Commissioners Actions**

Commissioner Flynn requested that more detail be added to the Minutes of June 26, 2013, regarding the discussion about additional communication to the charter review committee concerning governance model.

Commissioners also requested that their meeting video be added to their share point website.

*Motion made by Commissioner Doherty to approve the following Summary of Items, 2<sup>nd</sup> by Commissioner Lyons, approved 3-0-0:*

- Ratified the actions of Mark Zielinski, County Administrator, for approving the payment in the amount of \$3,285,083.69 to the Barnstable County Retirement Association for the FY14 Appropriation.
- Executed the 4<sup>th</sup> Contract Amendment between Cape Light Compact (CLC), in accordance with our responsibility as fiscal agent for CLC, and Helgeson Enterprises, Inc. for Energy Star Lighting & Consumer Products Program, per the pricing matrix, for the period of January 1, 2013 - December 31, 2015.
- Executed the Contract between Cape Light Compact (CLC), in accordance with our responsibility as fiscal agent for CLC, and Energy Federation, Inc. (EFI), Inc. in the amounts of \$70,525.00 (First Year), \$107,340.00 (Second Year), \$107,340.00 (Third Year) for Commercial/Industrial Upstream HVAC Incentive Processing and Project Management Services, for the period of February 1, 2013 - December 31, 2015.
- Executed the 4<sup>th</sup> Contract Amendment between Cape Light Compact (CLC), in accordance with our responsibility as fiscal agent for CLC and NMR Group, Inc. in the amount of \$80,000.00 for Residential Retail Products Evaluation services, for the period of January 1, 2013 - March 1, 2014.
- Executed the Discharge of HOME mortgage for Allison C. Rescigno.
- Ratified the actions of Mark Zielinski, County Administrator for executing the 3<sup>rd</sup> Contract Amendment between Cape Light Compact

(CLC), in accordance with our responsibility as fiscal agent for CLC and Ecova, Inc. in the amount of \$1,200,000.00 for Commercial & Industrial Upstream Lighting Initiative, for the program years 2012, 2013 and 2014.

- Executed the 5<sup>th</sup> Contract Amendment between Cape Light Compact (CLC), in accordance with our responsibility as fiscal agent for CLC, and Rise Engineering for Lead Vendor Residential Energy Conservation Services Program, for the period of January 1, 2013 - December 31, 2013.
- Awarded a bid for Disposal of Construction and Demolition for the Town of Orleans to ABC Disposal as the responsive, responsible bidder offering the lowest price.
- Approved the request from the Resource Development Office to establish a new fund for the contract between Barnstable County and the Commonwealth of Massachusetts, Department of Public Health, in the amount of \$153,169.00 for the MCTP, Massachusetts Tobacco Control Program, for the period of July 1, 2013 - June 30, 2014.
- Approved the request from the Resource Development Office to establish a new fund for the contract between Barnstable County and the Commonwealth of Massachusetts, Department of Public Health, in the amount of \$164,691.00 for the MRC coordinator and 4 contracted nurses to fulfill the mission of the Barnstable County Emergency Preparedness Scope of Services, for the period of July 1, 2013 - June 30, 2014.
- Authorized the transfer request from Cape Cod Commission of overhead reimbursements into the Cape Cod Environmental Protection Fund in the amount of \$302,373.82.
- Executed the Proclamations for AmeriCorps members for Service in Emergency Management.

Commissioners discussed again the need for Michael Curran, Special Counsel to the Charter review Committee to come to the Commissioners Meeting for a discussion on the governance model.

Commissioner Flynn stated that the people should know the rationale for Commissioners' recommendation to create a new form of government with the 5-7 Commissioners. The new legislative group would consist of members elected by districts instead of 15 members selected by each town. Commissioners agreed on preparing a list of questions for Mr. Curran and return to that discussion at their next meeting.

#### **1) Commissioners Reports**

Commissioner Doherty went to the Immigration Round Table where the Immigration Reform Law was discussed. There are 5000 documented aliens on the Cape and there is a concern on how to protect them during a transition process.

Barnstable, ss. at 10:40 a.m. on this third day of July, A.D. 2013, Commissioner Doherty moved to adjourn, 2<sup>nd</sup> by Commissioner Lyons, approved 3-0-0.