

MEETING NOTES

Board of the Barnstable County Commissioners:

William Doherty	Present
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

Commissioner Flynn asked if anyone present had public comment. Christine Stein and Kathryn King invited the Commissioners to participate in the *International Walk to School Day* on October 3, 2012. The event starts at the Snow Library in Orleans at 7:05 a.m.

Chairman Flynn announced that they will cancel the Executive Session. The Attorney that was invited to participate in the discussion was not able to attend.

II. Discussion on the Scope of Services for the Strategic Plan

Mark Zielinski, County Administrator, distributed an outline of the scope of services. First step is to identify the outcome the Commissioners expect from this.

The Commissioners discussed their individual views on where to start. Commissioner Lyons felt they have a lot to do internally first. They need to get input from employees and look at internal administrative structure.

Chairman Flynn suggested putting out a Request for Quotes (RFQ) for a consultant to look at developing scope of services. Someone who could facilitate the discussion.

The Commissioners reached a consensus that there is a value in doing the Strategic Plan and agreed that doing a survey for employee input was a good idea.

III. County Administrator Report

Mark Zielinski reviewed the proposed meeting schedule for the month of October. Commissioners agreed they would like Paul

Niedzwiecki and Andrew Gottlieb to come back by the end of the month to provide a wastewater update.

Mr. Zielinski informed the Commissioner's of the invitation to the Dedication to the community band stage on Saturday October 6, 2012 from 4:30-6:00 p.m.

ACTIONS TAKEN BY THE BOARD OF COUNTY COMMISSIONERS – MAY 23, 2012

Motion made by Sheila Lyons to approve the Minutes of September 19, 2012, 2nd by Bill Doherty, approved 3-0-0.

Motion made by Sheila Lyons to approve the following items, 2nd by Bill Doherty, approved 3-0-0:

- 1) Adopt Ordinance 12-08 to add to the County's operating budget for Fiscal Year 2013, as enacted in Ordinance No. 12-04, by making supplemental appropriations for IT Services Tech Support in the amount of \$88,000.
- 2) Authorize the County Treasurer to prepay The Commonwealth of Massachusetts in the amount of \$60 for Kara Mahoney's, Administrative Assistant, reappoint as a Notary Public effective October 20, 2012 for a seven (7) year cycle.
- 3) Authorize the County Treasurer to prepay the National Association of Counties in the amount of \$468 for the County's membership dues for the period of January 1, 2013 through December 31, 2013.
- 4) Authorize the County Treasurer to prepay Poll Everywhere, Inc. in the amount of \$560 for Four Months of Plenary Plan Subscription Service for the Cape Cod Commission to be used intermittently during the period of October 2012 through June 2013.
- 5) Authorize the County Treasurer to prepay Cape Cod Community College in the amount of \$636 for Paul Niedzwiecki and Anne McGuire's registration fees to attend the Adobe Photoshop and Adobe InDesign Courses from October 10 through December 12, 2012.
- 6) Authorize the County Treasurer to prepay Northeast Home Energy Raters Alliance in the amount of \$1,295 for Matthew Dudley's, Residential Program Coordinator, tuition to

attend the Home Energy Rater Training Session from November 1-9, 2012.

- 7) Authorize the County Treasurer to prepay Affordable Comfort, Inc. in the amount of \$950 for Kathleen Stoffle, Customer Service Coordinator and Matthew Dudley's, Residential Program Coordinator, registration fees to attend the 2012 New England Home Performance Conference from October 16-17, 2012.
- 8) Authorize the County Treasurer to prepay Renaissance Boston Patriot Place Hotel & Spa in the amount of \$239.04 for Deborah Fitton's, Energy Education Coordinator, hotel accommodations while participating in the 2012 Massachusetts STEM Summit on October 18, 2012.
- 9) Authorize the County Treasurer to prepay the YMCA in Barnstable in advance of the monthly invoice for Corporate membership dues for County employees for the period of July 1, 2012 through June 30, 2013.
- 10) Authorize the County Treasurer to prepay AdCare Educational Institute in the amount of \$50 for Beth Albert, Director of Human Services, to attend the Ounce of Prevention 2012 Conference on October 16, 2012.
- 11) Approved the wire transfers to the Cape Cod Municipal Health Group for the month of October 2012.
- 12) Authorized the County Treasurer to transfer funds in the amount of \$7,000 for the Department of Human Services.
- 13) Authorized the County Treasurer to transfer funds in the amount of \$33,826 for the Department of Health & Environment.
- 14) Approved the out-of-state travel request of Briana Kane, Senior Residential Program Coordinator, to attend the ENERGY STAR Partner Meeting in St. Paul, Minnesota from October 21-25, 2012.
- 15) Approved the out-of-state travel request of George Heufelder, Director of the Department of Health & Environment, to present at the 50th Annual Yankee Conference on Environment Health in Groton, Connecticut from September 26-28, 2012.

- 16) Executed a Discharge of Mortgage for Michael R. & Susanne D. Matthews.
- 17) Executed an Amendment between the Cape Cod Commission and UMASS Donahue Institute for technical assistance/data analysis related to the wastewater management plan in the amount of \$6,750 for the period of September 26, 2012 through December 31, 2012.
- 18) Executed an Amendment between Cape Cod Commission and Housing Assistance Corporation for the extension of the HOME Program Administration in the amount of \$3,000 through September 30, 2013.
- 19) Executed a Copier Lease between the Department of Health & Environment and Richo Americas Corporation in the amount of \$109.52 for the period of sixty (60) months.
- 20) Executed a Government Service Contract between the Department of Health & Environment and Carmody Data Systems for a maintenance and inspection tracking program for the operations and management data of Onside Wastewater Treatment Systems in the amount of \$3,588 for the period of November 2012 through October 2013.
- 21) Executed a Contract Amendment between the Department of Human Services and Falmouth Service Center to amend the amount of compensation for the Mass in Motion contract.
- 22) Amended the Sick Bank for Nancy Raymond and authorize not only Children's Cove employees to contribute hours, but all Barnstable County employees.
- 23) Approved the continuing appropriation for Fiscal Year 2013 for the Pesticide/Fertilizer Study in the amount of \$25,000.
- 24) Approved Mark Zielinski's timesheet for the period of September 9-22, 2012.
- 25) Approved the accounts payable warrant of 9/26/2012 in the amount of \$570,527.82.

Commissioners received and approved notice from the Resource Development Office that Philip Burt, Resource Development Officer, has been promoted to Program Coordinator effective October 1, 2012.

Commissioners received and approved notice from the Resource Development Office that Christin J. Marshall, Program Specialist, has been promoted to Interim Resource Development Officer.