

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Report and Minutes of the Standing Committee on Finance
Proposed Ordinance 13-12
November 13, 2013

Dear Mr. Speaker and Assembly Delegates:

This is a report on Proposed Ordinance 13-12. The proposed ordinance was submitted to the Assembly of Delegates by the Board of Regional Commissioners at the Assembly of Delegates regular meeting on November 6, 2013. A public hearing was scheduled and held by the Standing Committee on Finance on Wednesday, November 13, 2013 at 4:00 p.m. The public hearing was duly advertised in the Cape Cod Times on November 6, 2013.

The purpose of the proposed ordinance was to add to the County's operating budget for Fiscal Year 2014, as enacted in Ordinance No. 13-03, by making supplemental appropriations of (\$88,000) for Fiscal Year two-thousand and fourteen. Said funds (\$27,000) are derived from funds remaining at the close of FY13 and (\$61,000) from Statutory Reserve funds set aside at the close of FY13 to implement a fertilizer training program.

Committee members present: Chair John Ohman, Leo Cakounes, James Killion, and Julia Taylor.

Chair John Ohman opened the committee meeting for the purpose of conducting a public hearing on Proposed Ordinance 13-12.

Leo Cakounes motioned, and it was seconded, to waive the reading of the public hearing notice. Motion carried 4-0-0.

Cooperative Extension Director Bill Clark could not be present due to a family emergency. Michael Maguire (who works with Bill Clark) was present to discuss the funding request.

Michael Maguire explained there were four pieces to the funding request. A handout was referenced and will be considered as an attachment to these minutes.

The first piece is a request for \$26,000. This is needed to increase a staff person from part-time to full time in order to accommodate the set-up and increasing work load associated with the implementation of a fertilizer training program. After the initial set-up this staff person will focus on fertilizer regulations and educational outreach. After the first six months an assessment could be done regarding the need to continue with the full-time position.

Leo Cakounes stated that if this piece of the funding request is approved it could appear in the next budget cycle which is being prepared now by Department Heads.

Patty Daley from the Cape Cod Commission informed the committee that the State just approved a one year extension on the deadline for the local adoption of fertilizer regulations. She said that several towns are already planning on adopting the regulations.

Leo Cakounes said that unless no towns sign up these funds will be reoccurring in the budget. Michael Maguire noted that the \$26,000 funding piece will be reoccurring but the remaining related pieces (or costs of \$62,000) would be one-time expenses for mailing, education and on-line training. Michael Maguire anticipates a spring mailing in order to be prepared for the towns that choose to adopt regulations sooner.

Julia Taylor stated these costs could be considered in future budgets if necessary.

There were no other comments and the public hearing was closed at 4:25.

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**Julia Taylor motioned, and it was seconded, to recommend Proposed Ordinance 13-12 in the amount of \$88,000 for the fertilizer training program to the full Assembly.
Motion carried. 4-0-0.**

The meeting adjourned at 4:25 p.m.

Respectfully submitted by:
John Ohman, Chair
Leo Cakounes
James Killion
Julia Taylor

From Bill Clark

Fertilizer Management DCPC Supplemental Budget Request

Administrative Assistant – \$26,000 is needed to increase current part time administrative assistant to full time status. As a full time employee, this position qualifies for benefits. This request includes the anticipated cost of benefits. It is anticipated that a few hundred landscapers, lawn care companies and golf course superintendents will be requesting certification. The administrative assistant will review the proper documentation and issue the certificate. A fertilizer regulation section will be added to the Cooperative Extension website. Information on the fertilizer regulations, classes for certifications and any updates will be listed on the website. All certified applicators will also be listed on the website. The administrative assistant will also assist in the development of educational information, mass mailings and the organization of certification training workshops. (Extension budget line item 0012301 – 5100)

Educational brochure - \$37,000 A fertilizer regulation/fertilizer education brochure will be developed and mailed to every household and business on Cape Cod. Based on a similar mailing conducted annually for the household hazardous waste collections, the cost to print and mail a brochure to approximately 160,000 addresses is \$37,000. Approximately \$24,000 postage 0012303 5361, \$13,000 printing and mailing services 0012302 5239.

University of Massachusetts Extension Turf Program Contract – \$5,000 The UMass Extension Turf program has developed a Massachusetts fertilizer best management practice document. Based on this document, a fertilizer certification program, assessment and educational materials will be developed. Working in cooperation with the UMass Extension Turf staff, Barnstable County staff will conduct fertilizer certification training and develop a fertilizer education program. (Extension Budget line item 0012332 5299)

Online Training, Assessment and Marketing - \$20,000 Online training and assessment programs for Certified Fertilizer applicators will be developed and implemented with the help of a contractor with experience in designing web based training programs. A marketing campaign will also be launched during the Spring to promote the website and the fertilizer regulation.

Total request - \$88,000

BARNSTABLE COUNTY

In the Year Two Thousand and Thirteen

Proposed Ordinance 13-12

To add to the County's operating budget for Fiscal Year 2014, as enacted in Ordinance No. 13-03, by making supplemental appropriations for the Fiscal Year two-thousand and fourteen.

Section 1.

Based on a revised estimate of income of Barnstable County for the current fiscal year, made as of October 16, 2013, the sums set forth in section one, for the several purposes set forth therein and subject to the conditions set forth in sections four through twelve of Barnstable County Ordinance 13-03, are hereby appropriated from remaining FY2013 General Fund monies as supplemental appropriations for Barnstable County for the fiscal year ending June thirtieth, two-thousand and fourteen. Said funds shall be derived from the funds remaining at the close of FY 2013.

<u>Budget #</u>	<u>Sub-Program</u>	<u>Group</u>	<u>\$ Amount</u>	<u>Total</u>
	COUNTY SERVICES			
0012301	Fertilizer Management DCPC	1	26,000	
	Implementation/Training	2	1,000	\$ 27,000
	Cooperative Extension Service			

Section 2.

Based on a revised estimate of income of Barnstable County for the current fiscal year, made as of October 16, 2013, the sums set forth in section two, for the several purposes set forth therein and subject to the conditions set forth in sections four through twelve of Barnstable County Ordinance 13-03, are hereby appropriated from the Statutory Reserve amounts for FY2014 as supplemental appropriations for Barnstable County for the fiscal year ending June thirtieth, two-thousand and fourteen. Said funds shall be derived from the Statutory Reserve funds set aside at the close of FY 2013.

<u>Budget #</u>	<u>Sub-Program</u>	<u>Group</u>	<u>\$ Amount</u>	<u>Total</u>
	COUNTY SERVICES			
0012301	Fertilizer Management DCPC	2	37,000	
	Implementation/Training	3	24,000	\$ 61,000
	Cooperative Extension Service			
	TOTAL SUPPLEMENTAL APPROPRIATION			\$ 88,000

(Submitted by the Board of Regional Commissioners at a regular meeting of the Assembly of Delegates held on November 6, 2013)

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Report and Minutes of the Standing Committee on Finance
Proposed Ordinance 13-13
November 13, 2013

Dear Mr. Speaker and Assembly Delegates:

This is a report on Proposed Ordinance 13-13. The proposed ordinance was submitted to the Assembly of Delegates by the Board of Regional Commissioners at the Assembly of Delegates regular meeting on November 6, 2013. A public hearing was scheduled and held by the Standing Committee on Finance on Wednesday, November 13, 2013 at 4:30 p.m. The public hearing was duly advertised in the Cape Cod Times on November 6, 2013.

The purpose of the proposed ordinance was to add to the County's operating budget for Fiscal Year 2014, as enacted in Ordinance No. 13-03, by making supplemental appropriations (\$200,000) for the Fiscal Year two-thousand and fourteen from remaining Statutory Reserve funds set aside at the close of FY13 for flyover mapping.

Committee members present: Chair John Ohman, Leo Cakounes, James Killion, and Julia Taylor.

Chair John Ohman opened the committee meeting for the purpose of conducting a public hearing on Proposed Ordinance 13-13.

Leo Cakounes motioned, and it was seconded, to waive the reading of the public hearing notice. Motion carried 4-0-0.

Cape Cod Commission Director Paul Niedzwiecki and Deputy Director Kristi Senatori met with the committee.

Kristi Senatori provided some background for the committee and said that towns do aerial flyovers but are inconsistent. The Cape Cod Commission is proposing a regional aerial flyover, taking place in the spring. A handout was provided to the committee and will be an attachment to these minutes.

The cost for a town to do this alone would be \$1800 to \$2500 per square mile. The negotiated rate with Mass Ortho and the USGS cost would be \$701 per square mile – a significant savings to the towns. If the request is approved by the County, minus the administrative fee of approximately \$15,000, the cost would be \$216 per square mile to the towns. The County needs the data for infrastructure planning purposes and it will be a benefit to the towns. To date eleven towns have expressed interest in participating in this program.

This \$200,000 expense will be a one-time cost. This project was not part of the FY2014 budget because the Commission did not get quotes back in time for the current budget cycle. It is desirable to get this done in the spring of 2014. Several towns have delayed their flyover waiting for this and will probably not be willing to wait until FY2015.

There were no other comments and the public hearing was closed at 4:45 p.m.

Leo Cakounes said he could not support this request at this time. He would like to know where the \$750,000 FY2103 budget surplus came from. The Clerk will make an inquiry to the Mark Zielinski Finance Director.

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Julia Taylor motioned, and it was seconded, to recommend Proposed Ordinance 13-13 in the amount of \$200,000 for flyover mapping to the full Assembly. Motion carried. 3-1-0. Leo Cakounes voted “no”.

The meeting adjourned at 4:50 p.m.

Respectfully submitted:

John Ohman, Chairman

Leo Cakounes

James Killion

Julia Taylor

MassOrtho | Fact Sheet

Massachusetts Orthoimagery Consortium is a collaboration between local governments, with the support of state and regional agencies to procure and acquire orthoimagery for the region in the spring of 2014. MassOrtho has set the following goals:

- To lower the cost of orthoimagery acquisition for participating communities
- To provide procurement and project management expertise at a regional level
- To provide a basemap of regional orthoimagery that is accessible to various local, state, regional, and federal agencies
- To provide a predictable and sustainable model for recurring imagery procurement

MassOrtho**How to join:**

sites.google.com/site/massflyover



Inter-Governmental Cost Estimate	3 Inch Imagery Details	
Per the US Geological Survey <ul style="list-style-type: none"> • \$701 per square mile • 5% will be added to each participant's cost to cover the USGS administrative fee for <ul style="list-style-type: none"> ○ Procurement ○ QA/QC of imagery 	<ul style="list-style-type: none"> • Captured at lower altitudes, high resolution • Orthoimagery has the greatest resolution and • Provides a product that is extremely rich in detail • Has the best innate positional accuracy available. 	Key identifiable features: <ul style="list-style-type: none"> • Utilities - fire hydrants, manholes, catch basins • Power and light poles • Billboards/traffic signs • Curbs and gutter • Transportation paint lines • Single trees and shrubs

Project Timeline		Notes
Participant to complete contact information survey and sign MOU with Arlington	Phase I: By July 31, 2013 Phase II: By August 31, 2013 Phase III: By November 15, 2013	<ul style="list-style-type: none"> • MassOrtho will provide an online survey and site to access MOU. • Statewide outreach will be conducted.
Payment from Participant to Arlington	By December 1, 2013	<ul style="list-style-type: none"> • Participants are allowed to submit payment as soon as MOU is signed. All payments are final and deadline is firm.
Arlington to sign Joint Funding Agreement with USGS	By December 15, 2013	<ul style="list-style-type: none"> • JFA will only be signed for amount that Arlington has in the MassOrtho fund as of this date.
Imagery collected	Between February – April 2014	
Payment from Arlington to USGS for services rendered as needed	March 2014 - December 2014	<ul style="list-style-type: none"> • Progress and payment milestones will be announced to all participants.
Final delivery of all products	By December 31, 2014	

IMAGERY SPECIFICATIONS

ACQUISITION	
Imagery Bands:	4-band (true color & near infrared)
Acceptable Window:	Spring 2014, generally thought to be from February 1, 2014 and continue through April 30, 2014.
Acquisition Conditions:	Leaf off, snow free, free from clouds, smoke, haze, light streaks, flooding (streams/rivers in banks), and excessive soil moisture.
Resolution:	7.5 cm Ground Sample Distance (pixel resolution)
PROCESSING	
Horizontal Accuracy:	Suitable for 40-scale planimetrics.
Vertical Accuracy:	Suitable for generating 2-foot contours.
Projection:	<p>Orthorectified, uncompressed GeoTIFF images shall be referenced to UTM projection and coordinate system (meters) that MassGIS is using for their statewide imagery</p> <p>Orthorectified, compressed Mr SID mosaic images shall be referenced to Massachusetts State Plane projection and coordinate system (feet) using horizontal datum NAD83.</p> <p>Note: Massachusetts Mainland or Islands may be required</p>
Tiling Scheme:	<p>The tiling scheme shall be consistent with the 2013 and 2014 Massachusetts orthoimagery projects.</p> <p>The quarter-tile grid should completely cover the participating municipality, plus all quarter-tiles within or touching a 200 foot buffer from the municipal boundary.</p>
FINAL PRODUCTS FOR DELIVERY	
Notes:	All deliveries will be in conventional soft copy formats via external hard drive or as mutually agreed upon at time of transfer.
Non-orthorectified, uncompressed imagery and project files:	Imagery will be suitable for development of 40-scale planimetrics by a vendor of the participants choice.
Orthorectified, uncompressed imagery:	<p>Data shall not be compressed during any phase of the production or delivery process.</p> <p>Tiles will be consistent with MassGIS 2013-2014 imagery</p> <p>Referenced to UTM projection and coordinate system (meters) using horizontal datum NAD83</p>
Orthorectified, compressed imagery:	<p>Mr SID with 80:1 compression ratio</p> <p>Mosaic should completely cover the participant's area, plus all quarter-tiles within or touching a 200 foot buffer from their defined boundary</p> <p>Referenced to Massachusetts State Plane projection and coordinate system (feet) using horizontal datum NAD83.</p> <p>Note: Massachusetts Mainland or Islands may be required</p>

BARNSTABLE COUNTY

In the Year Two Thousand and Thirteen

Proposed Ordinance 13-13

To add to the County's operating budget for Fiscal Year 2014, as enacted in Ordinance No. 13-03, by making supplemental appropriations for the Fiscal Year two-thousand and fourteen.

Section 1.

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<u>Budget #</u>	<u>Sub-Program</u>	<u>Group</u>	<u>\$ Amount</u>	<u>Total</u>
	PLANNING AND DEVELOPMENT			
0012301	Orthoimagery Acquisition Project (Flyover Mapping) Cape Cod Commission	2	200,000	\$ 200,000
	TOTAL SUPPLEMENTAL APPROPRIATION			\$ 200,000

(Submitted by the Board of Regional Commissioners at a regular meeting of the Assembly of Delegates held on November 6, 2013)

BARNSTABLE COUNTY

In the Year Two Thousand and Thirteen

Proposed Resolution 13-05

To approve certain budget transfers for fiscal year 2014 in accordance with Barnstable County Ordinance 13-03.

NOW, THEREFORE,

BE IT HEREBY RESOLVED that the Barnstable County Assembly of Delegates Proclaims:

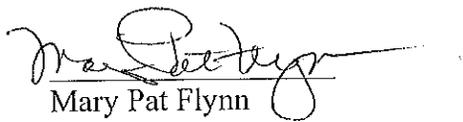
The following transfers between budget groups one, six, eight, and nine for fiscal year 2014 are approved:

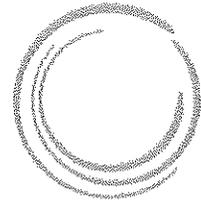
For the Joint Regional Service Initiatives Program:

Decrease 0012602-5239 by \$ 40,000

Increase 0012601-5100 by \$ 40,000

Offered for Consideration by the Barnstable County Commissioners,


Mary Pat Flynn
Chairman



CAPE COD
COMMISSION

Memorandum

DATE: NOVEMBER 12, 2013
TO: ASSEMBLY OF DELEGATES
FROM: KRISTY SENATORI, DEPUTY DIRECTOR
RE: PROPOSED RESOLUTION 13-05

As you may recall, the Commission and Barnstable County Commissioners are working together on a Joint Communications Program. The County Commissioners identified a need to provide consistent, accurate and timely information about County agencies and services and asked the Commission to develop both internal and external communication strategies to meet these needs. A proposed scope of work was approved by the Commissioners in September.

To date, the Commission has researched existing communication efforts and compiled baseline information including website analytics, newsletters, and social media efforts. A meeting was convened with County department heads and staff to discuss their communications needs and develop a plan to meet current and future needs to engage towns and residents. Follow up meetings with the County departments are being scheduled.

The transfer request proposed will allow for additional staff resources this fiscal year to work with the communications team on this effort. Specifically one full time staff member will be hired. I am providing a Communications Plan update to the County Commissioners on November 20, 2013 and would be happy to share this information with you as well or answer any questions you may have.

Thank you for your consideration.