

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Report and Minutes of the Standing Committee on Finance
Proposed Ordinance 15-08
October 7, 2015

Dear Mr. Speaker and Assembly Delegates:

This is a report on Proposed Ordinance 15-08. The proposed ordinance was submitted to the Assembly of Delegates by the Dennis Delegate John Ohman at the Assembly of Delegates regular meeting on September 16, 2015. A public hearing was scheduled and held by the Standing Committee on Finance on Wednesday, October 7, 2015 at 3:15 p.m. at the Assembly of Delegates Chamber Hall, First District Courthouse Route 6A, Barnstable, Massachusetts. The public hearing was duly advertised in the Cape Cod Times on August 26, 2015.

The purpose of the proposed ordinance was to add to the County's operating budget for Fiscal Year 2016, as enacted in ordinance 15-02, by making supplemental appropriations for the Fiscal Year two-thousand and sixteen for the purchase of a copy machine. The amount of \$6,000 will be appropriated from the Statutory Reserve Fund set aside at the close of FY15.

Committee members present: Chairman John Ohman, Suzanne McAuliffe, Deborah McCutcheon, and Julia Taylor. Absent: Teresa Martin.

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

Chairman John Ohman invited comments from the Assembly Clerk regarding the request to replace the existing office copier. Clerk O'Connell provided the committee with a memo that outlined the background and condition issues of the existing copier and the details related to the request for the purchase of a new copier.

Janice O'Connell indicated the following in her memo:

- Existing copier is considered obsolete by the company that sold and serviced this machine
- Copy machine is 10 years old – was purchased new in 2006
- As of August 2015 the company no longer offers a service contract for this machine – it has expired – was not made aware of this or would have budgeted for the replacement of this piece of equipment
- Company cannot get parts for the machine – if it breaks, spare parts might be available from a scrap machine but there is no guarantee – repairs without a service contract will be too expensive to justify keeping the copy machine
- Experienced maintenance issue with this machine during 2015 – it's showing its age
- Do not have the option of using any other copy machines within the building where Assembly is located
- County can purchase or lease new copiers under State contract.
- Recommend same vendor (Kenmark) and same copy machine manufacturer (Savin) – already approved by purchasing office as authorized under State contract
- Requesting \$6,000 to purchase versus lease. Total cost is \$6,277. The difference between what is being requested and the actual total cost

(\$277.) reflects maintenance contract money in the FY16 budget that will not be spent this year and can be used towards purchase. New machine will come with a free one-year maintenance guarantee.

- Purchase versus lease option...spoke to Bob Lawton and he agrees with purchase versus lease rationale for Assembly. Lease will be more costly and Assembly tends to keep copy machine longer than 5 years. Therefore no need to replace after 5 years when a lease would expire.
- Suggest purchasing a Savin C3003. This machine is smaller than the one we currently have and has fewer functions. Reality we are not using all those fancy functions so why pay for them. Savin also has a smaller model available at less cost but it would not be suited to our needs.....too slow with too few functions. The model proposed will do the job.
- Checked with Finance Office and there is a balance of approximately \$200,000 in the Statutory Reserve Fund as of this date.

John Ohman asked what will happen to the existing machine. Janice O'Connell said the company we are purchasing new machine from will remove and dispose at no additional cost. It has no trade-in value.

Chair John Ohman opened the committee meeting for the purpose of conducting a public hearing on Proposed Ordinance 15-08. There were no comments from the public or committee members.

Chairman John Ohman closed the public hearing at 3:25 p.m.

Suzanne McAuliffe motioned, and it was seconded, to recommend Proposed Ordinance 15-08 to the full Assembly. Motion carried. 4-0-0.

Suzanne McAuliffe motioned, and it was seconded to adjourn the meeting at 3:25 p.m.

Respectfully submitted:

John Ohman, Chairman
Suzanne McAuliffe
Deborah McCutcheon
Julia Taylor