



# Barnstable County

## Regional Government of Cape Cod

Sheila Lyons  
Wellfleet

Mary Pat Flynn  
Falmouth

Leo Cakounes  
Harwich

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### Board of Regional Commissioners

## **REVISED** REGULAR MEETING AGENDA

Superior Courthouse Building

Commissioner Chambers

December 9, 2015

1:00 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comment
5. General Business
  - a) Approve Ordinance 15-11 to Rescind Duly Authorized and Unissued County Debt in the Amount of \$402,805 – Finance Department.
  - b) Approve Term Appointments of Felicia Penn, Rick Presbrey and Ross Balboni to Serve as Members of the Cape Cod Economic Development Council as Recommended by the Council's Nominating Committee.
  - c) Approve Recommendation to Promote Mike McGuire from the Deputy Director Position to the Director Position of the Cooperative Extension Department Effective January 5, 2016.
  - d) Recommendation on the Selection of a Legal Firm to Serve the County on Environmental Matters at the Fire Rescue Training Academy.
  - e) Discussion and Action Regarding the Role of the County Commissioners and the Screening Committee relating to the Selection Process of County Administrator Candidates - Commissioner Cakounes.
6. New Business – Other Business Not Reasonably Anticipated by the Chairman
7. Commissioners' Actions
  - a. Vote to approve minutes of November 4, 2015 Regular Session.
  - b. Vote to approve minutes of November 21, 2015 Emergency Meeting.
  - c. Vote to approve the Summary of Actions over \$25,000.00 (include prepayment and transfer requests, bid awards, Contracts and Contract Amendments, New Fund Establishments).

#### Summary of Actions:

#### OTHER

- 1) Ratify the action taken by Michael Brillhart, County Administrator on December 1, 2015 to Execute the Contract from Barnstable County (Fire Rescue Training Academy) and Desmond Well Drilling, Inc. in the amount of \$55,000.00 for continuing water quality assessment project, execution from December 1, 2015 – November 30, 2016.
  - d. Review of all actions taken by the County Administrator under \$25,000.00 (include personnel actions, out-of-state travel, prepayment and transfer requests).
8. Commissioners Reports
  9. County Administrator's Report
  10. Adjournment

*\* If you are deaf or hearing impaired or are a person with a disability who requires an accommodation, contact the Commissioner's Office at 508-375-6648 at least 24 hours in advance of the meeting\**

The County Commissioners' meeting may be viewed in real time at <http://new.livestream.com/barnstablecounty/>

[www.barnstablecounty.org](http://www.barnstablecounty.org)

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3195 Main Street, Barnstable, MA 02630

p. (508) 375-6648 f. (508) 375-4136



**Barnstable County**

In the Year Two Thousand and Fifteen

**Ordinance 15-11**

To rescind the following amounts of duly authorized and unissued Barnstable County debt.

*Barnstable County Hereby Ordains:*

The following amounts of authorized and unissued debt are hereby rescinded:

For the purpose of funding costs associated with the paving, parking lights and exterior improvements in the County Complex as authorized in Barnstable County Ordinance 99-09 the amount of \$425 is rescinded.

For the purpose of funding costs associated with ceiling improvements and restoration work in 1<sup>st</sup> District Court as authorized in Barnstable County Ordinance 00-12 the amount of \$2,165 is rescinded.

For the purpose of funding costs associated with new lighting in 2<sup>nd</sup> District Court in Barnstable County Ordinance 00-12 the amount of \$4,263 is rescinded.

For the purpose of funding costs associated with replacement fan coil units in the Police Service Building in the County Complex as authorized in Barnstable County Ordinance 00-12 the amount of \$1,624 is rescinded.

For the purpose of funding costs associated with A/C units in the Police Service Building in the County Complex as authorized in Barnstable County Ordinance 00-12 the amount of \$3,000 is rescinded.

For the purpose of funding costs associated with fencing and lighting in the County Complex as authorized in Barnstable County Ordinance 01-17 the amount of \$514 is rescinded.

For the purpose of funding costs associated with Fan Coil units in the Police Service Building in the County Complex as authorized in Barnstable County Ordinance 01-17 the amount of \$8,000 is rescinded.

For the purpose of funding costs associated with replacement of gasoline and oil tank located at the Police Service Building in the County Complex as authorized in Barnstable County Ordinance 01-17, the amount of \$3,730 is rescinded.

For the purpose of funding costs associated with a Financial Software System in the County Finance Department as authorized in Barnstable County Ordinance 04-13 the amount of \$2,962 is rescinded.

For the purpose of funding costs associated with ADA Improvements at 2<sup>nd</sup> District Court as authorized in Barnstable County Ordinance 05-12 the amount of \$11,000 is rescinded.

For the purpose of funding costs associated with Window Replacement in the Superior Court House as authorized in Barnstable County Ordinance 05-12 the amount of \$15,678 is rescinded.

For the purpose of funding costs associated with New Flooring in the County Complex as authorized in Barnstable County Ordinance 05-12, the amount of \$5,000 is rescinded.

For the purpose of funding costs associated with Fencing and Lighting in the County Complex as authorized in Barnstable County Ordinance 05-12 the amount of \$3,411 is rescinded.

For the purpose of funding costs associated with purchase of a Plasma Spectrophograph as authorized in Barnstable County Ordinance 05-12 the amount of \$643 is rescinded.

For the purpose of funding costs associated with Laboratory Information System as authorized in Barnstable County Ordinance 05-12 the amount of \$986 is rescinded.

For the purpose of funding costs associated with a new Septic System at the Cove as authorized in Barnstable County Ordinance 06-12 the amount of \$8,210 is rescinded.

For the purpose of funding costs associated with a Building Addition at the Cove as authorized in Barnstable County Ordinance 06-12, the amount of \$1,541 is rescinded.

For the purpose of funding costs associated with Electrical Service Upgrades at the RDO Building as authorized in Barnstable County Ordinance 07-04 the amount of \$5,785 is rescinded.

For the purpose of funding costs associated with Window Replacement in 1<sup>st</sup> District Court as authorized in Barnstable County Ordinance 07-04 the amount of \$19 is rescinded.

For the purpose of funding costs associated with Driveway Repair and Repaving at 2<sup>nd</sup> District Court as authorized in Barnstable County Ordinance 07-04 the amount of \$3,771 is rescinded.

For the purpose of funding costs associated with Paving and Repairs to roadway and parking at the County Complex as authorized in Barnstable County Ordinance 07-04 the amount of \$3,171 is rescinded.

For the purpose of funding costs associated with Fencing and Lighting in the County Complex as authorized in Barnstable County Ordinance 07-04, the amount of \$387 is rescinded

For the purpose of funding costs associated with Electrical System Improvements in Superior Court as authorized in Barnstable County Ordinance 08-05 the amount of \$10,851 is rescinded.

For the purpose of funding costs associated with Insulation in Superior Court House as authorized in Barnstable County Ordinance 08-05 the amount of \$9,009 is rescinded.

For the purpose of funding costs associated with purchase of an AA Spectrophotometer as authorized in Barnstable County Ordinance 08-05, the amount of \$861 is rescinded

For the purpose of funding costs associated with Window Replacements in the in 1st District Court as authorized in Barnstable County Ordinance 09-03 the amount of \$4,896 is rescinded.

For the purpose of funding costs associated with Electrical Improvements in the Registry of Deeds as authorized in Barnstable County Ordinance 09-03 the amount of \$28,004 is rescinded.

For the purpose of funding costs associated with Improvements to the County Telephone System as authorized in Barnstable County Ordinance 10-04 the amount of \$3,002 is rescinded.

For the purpose of funding costs associated with Major Software System updates as authorized in Barnstable County Ordinance 10-04 the amount of \$13,831 is rescinded.

For the purpose of funding costs associated with Elevator repair and improvements at the Registry of Deeds as authorized in Barnstable County Ordinance 10-04 the amount of \$4,828 is rescinded.

For the purpose of funding costs associated with Paving at the Farmhouse Property as authorized in Barnstable County Ordinance 10-04 the amount of \$56,309 is rescinded.

For the purpose of funding costs associated with Telephone System Improvements for the County as authorized in Barnstable County Ordinance 11-06, the amount of \$6,320 is rescinded

For the purpose of funding costs associated with roof replacement in Superior Court as authorized in Barnstable County Ordinance 11-06 the amount of \$39,535 is rescinded.

For the purpose of funding costs associated with Elevator repair/replacement in Superior Court House as authorized in Barnstable County Ordinance 11-06 the amount of \$34,759 is rescinded.

For the purpose of funding costs associated with purchase and installation of a Fire Alarm Panel in the Registry of Deeds as authorized in Barnstable County Ordinance 11-06, the amount of \$399 is rescinded

For the purpose of funding costs associated with Emerging Contaminants in the County Health Lab as authorized in Barnstable County Ordinance 11-06, the amount of \$463 is rescinded

For the purpose of funding costs associated with the purchase and installation of a Fire Alarm Panel in the Second District Court as authorized in Barnstable County Ordinance 12-04 the amount of \$10,125 is rescinded.

**BARNSTABLE COUNTY ASSEMBLY OF DELEGATES**  
**Ordinance 15-11: Rescind Unissued Bond Debt**  
**December 2, 2015**

For the purpose of funding costs associated with Repairs to the Barn at the County Farm as authorized in Barnstable County Ordinance 12-04 the amount of \$47,235 is rescinded.

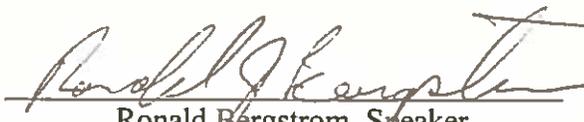
For the purpose of funding costs associated with Repairs to the Garage at the County Farm as authorized in Barnstable County Ordinance 12-04 the amount of \$23,275 is rescinded

For the purpose of funding costs associated with Painting in the Old Jail as authorized in Barnstable County Ordinance 12-04, the amount of \$12,655 is rescinded

For the purpose of funding costs associated with Health Department Lab Equipment as authorized in Barnstable County Ordinance 12-04 the amount of \$10,163 is rescinded.

Total rescinding amount of \$402,805

Adopted by the Assembly of Delegates on December 2, 2015

  
Ronald Bergstrom, Speaker  
Assembly of Delegates

Approved by the Board of Regional Commissioners \_\_\_\_\_ at \_\_\_\_\_  
Date Time

\_\_\_\_\_  
Sheila Lyons, Chair

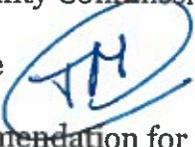
\_\_\_\_\_  
Leo G. Cakounes

\_\_\_\_\_  
Mary Pat Flynn



Cape Cod Economic Development Council  
3225 Main Street, PO Box 226, Barnstable, MA 02630

RECOMMENDATION MEMO

DATE: December 4, 2015  
TO: Barnstable County Commissioners  
FROM: Taree McIntyre   
SUBJECT: CCEDC recommendation for new term appointments

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On Thursday, December 3, 2015, the Cape Cod Economic Development Council, acting on a recommendation by the Nominating Committee, voted unanimously to seek approval of the Barnstable County Commissioners for the following term extensions and the addition of a new member.

1. The Council recommends the term of Felicia Penn, January 1, 2013 to December 31, 2015, be extended to December 31, 2018.
2. The Council recommends the term of Rick Presbrey, January 1, 2013 to December 31, 2015, be extended to December 31, 2018.
3. The Council recommends the seat vacated by Paul Rumul for a term expiring December 31, 2015, be filled by Ross Balboni of The Davenport Companies for a 3 year term beginning January 1, 2016 and expiring December 31, 2018.

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Sheila Lyons  
Chair

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Mary Pat Flynn  
Vice Chair

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Leo Cakounes  
Commissioner

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Date

Ross Balboni  
276 Bumps River Road  
Osterville, MA 02655  
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(M) 508-247-7569  
[RBalboni@Davenportrealty.com](mailto:RBalboni@Davenportrealty.com)

My name is Ross Balboni and I am a resident of Barnstable. I grew up in Sandwich, attending Sandwich High School before enlisting in the United States Army. During my time in the Army I became a Green Beret in the US Army Special Forces. I served in Operation Iraqi Freedom earning the Army Commendation Medal. Upon completion of my service I returned to the Cape to begin my professional career. I have held several positions of increasing responsibility in the sales and operations management fields for companies in Plymouth, Boston and Yarmouth. I currently serve as the Commercial Leasing and Property Manager for Davenport Realty Trust. I am actively involved in several professional and civic groups. I serve on the Government Affairs committee for the Cape Cod and Islands Association of Realtors as well as the Community Connect committee for the Cape Cod Young Professionals. I also have recently been nominated to serve on the Board of Directors for Cape Cod Young Professionals beginning in January of 2016. My involvement with these committees has been extremely rewarding and informative. I am eager to take on a greater role in our community's growth and development by joining the CCEDC. I strongly believe in the future potential of and need for County governance on Cape Cod. I look forward to joining the ongoing efforts to bring a higher level of economic sustainability to the businesses and families on the Cape.



## **WEEKLY ACTIONS TAKEN BY THE COUNTY ADMINISTRATOR**

**November 25<sup>th</sup>, 2015 – December 4<sup>th</sup>, 2015**

### **CONTRACTS**

- 1) Executed Contract Amendment between Barnstable County (Department of Human Services) and Lee Hamilton in the amount of \$19,375.00 for Professional and Technical Services for CoC Planning Activities and Grant Writing for HUD CoC NOFA, execution from December 11, 2014 – December 10, 2015.
- 2) Executed Memorandum of Understanding between Barnstable County (Department of Human Services) and Community Action Committee of CC&I, Inc. in the amount of \$4,782.00 for Reimbursement of Expenses by BCDHS for Continuum of Care Planning Costs through FY12 HUD CoC Grant, reimbursement period of December 11, 2014 – February 28, 2015.
- 3) Executed Contract between Barnstable County (Department of Human Services – HOME Program) and Paul Ruchinskas in the amount of \$5,000.00 for Technical Assistance related to the HOME Program, execution from November 1, 2015 – June 30, 2016.
- 4) Executed Contract between Barnstable County (Department of Health & Environment) and Gerald Tierney RN, M. Ed in the amount of \$3,500 for Training of Medical Reserve Corp Volunteers in CPR, execution from November 1, 2015 – June 30, 2016.
- 5) Executed Contract between Barnstable County (Finance Department) and Old Kings Highway Regional Historical District Commission in the amount of \$900.00 for Collection and Disbursement of the Commission's Financing as well as its Financial Record Keeping, execution from January 1, 2016 – December 31, 2016.
- 6) Executed Contract between Barnstable County (Cape Cod Cooperative Extension) and Penelope Randolph in the amount of \$510.00 for Assistance with 4-H Afterschool Programs, execution from August 27, 2015 – December 31, 2015.
- 7) Executed Contract between Barnstable County (Cape Cod Commission) and Miyares and Harrington, LLP in the amount of \$24,995.00 for Legal Consulting with Expertise in Airport Regulations, execution from November 25, 2015 – June 30, 2017.
- 8) Executed Contract between Barnstable County (Registry of Deeds) and Konica Minolta Business Solutions USA, Inc. in the amount of \$2,785.00 for Maintenance Contract for three scanner, execution from January 17, 2016 – January 16, 2017.
- 9) Executed Contract between Barnstable County Commissioners Office and Desmond Well Drilling, Inc. in the amount of \$55,000.00 for Assistance in the Assessment of Groundwater and Subsurface Soils, Installation of Groundwater Recovery Wells with piping and electrical controls and

Responding to Well and Treatment System Plumbing and Groundwater Pump Failures and Maintenance, execution from December 1, 2015 – November 30, 2016.

- 10) Executed Contract between Barnstable County (Registry of Deeds) and KenMark in the amount of \$420.00 for Copier Contract, execution from November 21, 2015 – November 20, 2016.
- 11) Executed Contract between Barnstable County (Cape Cod Cooperative Extension) and Charles Lawrence in the amount of \$1,000.00 for Assistance with the testing of New Shellfish Aquaculture Technologies for Oysters and/or Clams, execution from July 1, 2015 – December 15, 2015.
- 12) Executed Contract between Barnstable County (Cape Cod Cooperative Extension) and David Slack in the amount of \$1,000.00 for Assistance with the testing of New Shellfish Aquaculture Technologies for Oysters and/or Clams, execution from July 1, 2015 – December 15, 2015.
- 13) Executed Contract between Barnstable County (Cape Cod Cooperative Extension) and Michael Besse in the amount of \$1,000.00 for Assistance with the testing of New Shellfish Aquaculture Technologies for Oysters and/or Clams, execution from July 1, 2015 – December 15, 2015.
- 14) Executed Contract between Barnstable County (Cape Cod Cooperative Extension) and Bob Tourigny in the amount of \$1,000.00 for Assistance with the testing of New Shellfish Aquaculture Technologies for Oysters and/or Clams, execution from July 1, 2015 – December 15, 2015.

#### **PREPAY REQUESTS**

- 15) Approved the Prepayment Request from Barnstable County (Cape Light Compact) in the amount of \$768.25 to The Kelly House for meeting space and concessionary services for the Be Energy Efficiency Smart Teacher Training on December 4, 2015.
- 16) Approved the Prepayment Request from Barnstable County (Department of Human Services) in the amount of \$1,500.00 to Coastal Mountain Creative for 50% Retainer for website design and development services, November 30, 2015 – January 8, 2016.
- 17) Approved the Prepayment Request from Barnstable County (Cape Cod Cooperative Extension) in the amount of \$150.00 to Commonwealth of Massachusetts for the 2016 Pesticide Certification License for Russ Norton.
- 18) Approved the Prepayment Request from Barnstable County (Resource Development Office - AmeriCorps) in the amount of \$250.00 to Town of Barnstable - HYCC for Space Rental at HYCC for AmeriCorps Training on December 18, 2015.
- 19) Approved the Prepayment Request from Barnstable County (Cape Light Compact) in the amount of \$160.00 to Massachusetts Municipal Association (MMA) for Registration Fee for the 2016 Annual Meeting and Trade Show for Maggie Downey, Administrator, January 22, 2016 – January 23, 2016.

- 20) Approved the Prepayment Request from Barnstable County (Registry of Deeds) in the amount of \$2,785.00 to Konica Minolta Business Solutions USA, Inc. for AMS Imaging for 3 scanners, January 17, 2016 – January 16, 2017.
- 21) Approved the Prepayment Request from Barnstable County (Cape Light Compact) in the amount of \$179.00 to Martha's Vineyard Chamber of Commerce for Cape Light Compact's Membership Dues, January 1, 2016 – December 31, 2016.
- 22) Approved the Prepayment Request from Barnstable County (Registry of Deeds) in the amount of \$420.00 to KenMark for Copier Contract November 21, 2015 – November 20, 2016.
- 23) Approved the Prepayment Request from Barnstable County (Cape Cod Cooperative Extension) in the amount of \$480.00 to Constant Contact for Distribution of Electronic Educational Material for Department.
- 24) Approved the Prepayment Request from Barnstable County (Cape Cod Cooperative Extension) in the amount of \$21,250.00 to Heidi Clark, PhD for Assistance with work relevant to EPA Grant "Stormwater Treatment Systems".
- 25) Approved the Prepayment Request from Barnstable County (Dredge) in the amount of \$1,050.00 to HYPACK, Inc. for Renewal of the Software Maintenance Plan that provides Technical Assistance for Software used by Wayne Jaedtke, Dredge Superintendent, January 15, 2016 – January 15, 2017.

#### **TRANSFERS**

- 26) Approved the Transfer Request from Barnstable County (Cape Light Compact) in the amount of \$3,000.00 from 8074-5421 to 8074-5293 for unanticipated marketing expenses.
- 27) Approved the Transfer Request from Barnstable County (Resource Development Office - AmeriCorps) in the amount of \$2,000.00 from 0011104-5499 to 0011105-5547 to purchase new desk chairs and furniture equipment for the AmeriCorps Wellfleet House.
- 28) Approved the Transfer Request from Barnstable County (Resource Development Office - AmeriCorps) in the amount of \$350.00 from 0011114-5421 to 0011113-5399 and \$1,300.00 from 0011112-5225 to 0011115-5547 to cover costs of furniture and supplies for the AmeriCorps Residences.

#### **OUT-OF-STATE TRAVEL**

- 29) Approved the Out-of-State Travel request from Barnstable County (Cape Cod Cooperative Extension) for Diane Murphy, Fisheries & Aquaculture Specialist, cost covered by Sea Grant to attend the Living Shorelines National Technology Transfer Meeting and Regional Workshop in Hartford, CT on December 1, 2015 – December 2, 2015.
- 30) Approved the Out-of-State Travel request from Barnstable County (Cape Cod Cooperative Extension) for Russell Norton, Extension Educator Agriculture & Horticulture in the amount of

\$145.00 to attend Professional Development, New England Vegetable and Fruit Conference in Manchester, NH on December 15, 2015.

### **PERSONNEL**

- 31) Approved the Intent to Fill Vacancy Request from Barnstable County (Department of Human Services) for the Program Manager position, effective immediately.
- 32) Approved the Intent to Fill Vacancy Request from Barnstable County (Resource Development Office) for the Intern position, effective November 4, 2015.
- 33) Approved the Intent to Fill Vacancy Request from Barnstable County Commissioners Office for the Administrative Assistant position, effective November 29, 2015.
- 34) Approved the Employment Termination Request from Barnstable County Commissioners Office to terminate the employment for Alisa Lucas-McLaughlin, effective January 1, 2016.

### **NEW FUND ESTABLISHMENT**

- 35) Executed the Request from Barnstable County (Resource Development Office) to Establish a New Fund in the amount of \$2,360.00 for The Lombard Trust Fund of Barnstable for a gardening project at Hyannis West Elementary School.

### **OTHER**

- 36) Approved the request from Barnstable County (Department of Health & Environment) to declare Dell Optiplex 780 Computer Surplus.
- 37) Approved the request from Barnstable County (Finance Department) to Reject two Proposals received in response to an RFP issued for the Cape Cod Commission and IT Department for a Shared Regional Voice Communications Service as neither proposal complied with the bid documents.