

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Superior Courthouse Building on the seventeenth day of June, A.D. 2015.

Board of the Barnstable County Commissioners:

| | |
|----------------|---------|
| Mary Pat Flynn | Present |
| Sheila Lyons | Present |
| Leo Cakounes | Present |

Staff Present:

| | |
|-------------------|--------------------------|
| Michael Brillhart | County Administrator |
| Justyna Marczak | Administrative Assistant |
| Bob Lawton | Interim Finance Director |

List of Documents:

- Barnstable County IT Department Satisfaction Survey Results Presentation. Link to Prezi Presentation Given at Meeting on County Center Web Page.
- Weekly Actions taken by the County Administrator dated June 5 – 12, 2015. This document is available on Barnstable County Meeting Center Web Page.
- ARC Property Grant Agreement – Agenda Item D. This document is available on Barnstable County Meeting Center Web Page.
- IT Intermunicipal Agreement – Agenda Items F-G. This document is available on Barnstable County Meeting Center Web Page.

Chairman Lyons called the meeting to order at 1:00 p.m.

The Commissioners recited the Pledge of Allegiance followed by a Moment of Silence.

I. No Public Comment

II. Motion to Convene in Executive Session Under M.G.L., Chapter 30A, Section 21(a)(1) for Review and Possible Vote of a Request from a County Employee that may include Discussion of Medical Issues Relating to the Employee, and to Reconvene in Open Session.

Motion made by Commissioner Flynn to Convene in Executive Session Under M.G.L., Chapter 30A, Section 21(a)(1) for Review and Possible Vote of a Request from a County Employee that may include Discussion of Medical Issues Relating to the Employee, and to Reconvene in Open Session, 2nd by Commissioner Cakounes, approved vote 3-0-0.

III. Potential Vote of a Medical Leave Request or Other Action Regarding County Employee.

Commissioner Lyons relayed result of Executive Session vote to accept Barnstable County Finance Director, Mark Zielinski's Resignation, effective June 17, 2015. She voiced gratitude on the part of the Commissioners for his twenty-one years of Service and for all he has done for during his tenure.

IV. Presentation by the IT Department on the Results of the Satisfaction Survey - Angela Hurwitz, IT Department.

Prezi presentation given by Angela Hurwitz, Service Desk Analyst, showcasing the results of the Barnstable County IT Department's Customer Satisfaction Survey. The survey was a follow up to the original survey conducted in 2012 and highlighted the department's successes, areas for improvement, and needs of customers. The Survey collected data on Customer Service; Help Desk Response; Outreach, Development and Support; Communications; Email, Webmail and telephone; Equipment and Applications; Other Needs (to include ergonomics), and Missing Services (to include ergonomics).

Ms. Hurwitz gave statistics of each section measured with comparisons to 2012 Survey where applicable. She highlighted areas for improvement and put forth possible solutions to improve customer satisfaction.

Commissioner Lyons inquired about training opportunities for County Employees to help utilize software and programs to maximize productivity and understanding of how employees can utilize computers in a more beneficial manner, tailored to their specific job.

Ms. Hurwitz stated IT currently does this in a limited capacity, but are in discussions to bring it to more of the employees of Barnstable County.

Commissioner Lyons congratulated Barnstable County IT Department on results of Customer Satisfaction Survey.

V. Grant Agreement between the Town of Dennis and Barnstable County for the Purchase of a Conservation Restriction on ARC Property.

Michael Brillhart stated that the ARC Project is being reviewed under Ordinance and there is a time constraint regarding getting state dollars as part of the 2015 Environmental Bond Bill and financial process completion must be expedited. Bob Lawton, Interim Finance Director, had been working with the Town of Dennis on best way to provide funding for Barnstable County's contribution to the Conservation Restriction Purchase. A Grant Agreement was determined to be the best method.

Bob Lawton relayed to the Commissioners that the Town of Dennis was looking for something in writing from the Commissioners ensuring payment by mid July 2015. Mr. Lawton further explains the Town of Dennis has authority to borrow full amount of the Grant, which they intend to do and Barnstable County will contribute County's portion in the amount of \$250,000.00 mid-July. The Town of Dennis wanted assurances that Barnstable County had everything in place to be able to make aforementioned contribution.

Commissioner Lyons went further to explain the Grant Agreement due to Commissioner Cakounes' interpretation of said Agreement as a loan. Commissioner Lyons, in most basic of terms explained that the Town of Dennis is putting the \$250,000.00 amount in on our behalf; they are covering Barnstable County's Commitment due to their need for completion before FY2015 concludes.

Mr. Lawton included that the County Administrator tried to get language on Grant Agreement change and was told by several attorneys, the current language is how it should read.

Commissioner Cakounes felt Grant Agreement is a loan from the Town of Dennis, but since he represents Barnstable County and Grant Agreement, as presented poses no risk to the County he is prepared to support it.

Motion made by Commissioner Cakounes to approve and execute the Agreement between the Town of Dennis and Barnstable County for the Purchase of a Conservation Restriction on ARC Property, 2nd by Commissioner Flynn, approved vote 3-0-0.

VI. Approval for the Sale of a Bond Anticipated Note Representing FY2015 – Bob Lawton, Interim Finance Director.

Bob Lawton stated the Commissioners authorized Finance to proceed with various Bonding. He further details the necessary work to ensure approvals were completed. Finance Department received three proposals through bidding process to purchase the \$2,289,000.00. Century Bank was lowest bidder coming in at .50% for the year. Mr. Lawton continued with additional logistics of Bond Anticipation Note, which is good for one year. He ended with statement of Finance's anticipation of having a Full Bond in fall or early spring.

Commissioner Flynn thought the lowest bid rate of .50% was great. She felt it shows great confidence on behalf of Century Bank in Barnstable County Finance Department's Management and County Operations, as this is a great compliment.

Motion made by Commissioner Cakounes to Execute the Sale of the Bond Anticipated Note Representing FY2015 including related documents as presented, 2nd by Commissioner Flynn, approved vote 3-0-0.

Further discussion after the vote found Commissioner Cakounes confirming his understanding of FY15 and FY16 Full Bonding Process with Mr. Lawton. Commissioner Cakounes went on to query on consequences of non-payment status if Barnstable County to default and asked Mr.

Lawton if the County is pledging anything? Mr. Lawton acknowledged the County agreed to pay the interest until June 30, 2016 and based upon these rates, Barnstable County will have no issue repaying the principal and interest for this year.

VII. Approval for the Establishment of a Special Revenue Account Specific to Regional IT Services – Bob Lawton, Interim Finance Director.

Bob Lawton stated that Barnstable County's IT Department is trying to be entrepreneurial by recruiting other towns to use their services, the first being the Town of Chatham. A Special Revenue Fund would be established with monies coming in from the Town of Chatham and expended through the County, sans appropriation, via the IT Department. Mr. Lawton relayed Chatham's eagerness to have this completed FY15, but an account in which to place the funds is necessary. He further stated that as other towns come onboard, there would be agreements made with amounts.

The Special Revenue Account would be primarily to facilitate implementations and onboarding costs.

Motion made by Commissioner Cakounes to Establish the Special Revenue Account Specific to the Purpose of Regional IT Services, 2nd by Commissioner Flynn, approved 3-0-0.

VIII. Approval of an Agreement with the Town of Chatham for Phone and Email Hosting by Barnstable County – Bill Traverse, Director of the IT Department.

William Traverse, Director of IT Department for Barnstable County gave synopsis of Agreement, which is still being reviewed by Chatham and therefore will not be voted on today. This particular agreement is for a one time implementation to include the setup of hardware, software, etc. Additionally a separate Agreement would be for ongoing service(s) after six month implementation.

Motion made by Commissioner Cakounes for Acceptance of Non-binding Letter of Intent to Contract with the Town of Chatham for Phone and Email Hosting by Barnstable County and to have IT Staff Continue to work with the Town of Chatham throughout Process, 2nd by Commissioner Flynn, approved vote 3-0-0.

IX. Commissioners' Actions.

Motion made by Commissioner Cakounes to approve the following Summary of Actions, 2nd by Commissioner Flynn, approved vote 3-0-0:

- 1) Execute Amendment to the HOME Master Subordination agreement for the Simpkins School Rental Development in Yarmouth.
- 2) Execute Amendment #2 between Barnstable County (Cape Cod Water Protection Collaborative) and Town of Wellfleet in amount of \$75,000.00 to provide a third year of the Integrated Salt Marsh/Oyster Restoration project, with execution through June 30, 2016.
- 3) Execute the Contract between Barnstable County (Cape Cod Commission) and the Town of Brewster in the amount of \$25,000.00 for District Local Technical Assistance (DLTA) grant to evaluate maximizing nitrogen reduction associated with shellfish propagation/harvesting in the Pleasant Bay watershed, execution through December 31, 2015.
- 4) Execute the Contract between Barnstable County and Accord Vending to provide vending machine services and maintenance to Barnstable County, as awarded at May 20th meeting, execution from July 1, 2015 – June 30, 2016.
- 5) Execute the Contract between Barnstable County and Borden & Remington to provide water chemicals to water departments in Barnstable County, as awarded at May 27th meeting, execution from July 1, 2015 – June 30, 2016.
- 6) Execute the Contract Extension (this service was bid in 2013 with option to renew) between Barnstable County and Water Resources Associates to provide Technical and Project Implementation related to Wastewater Management, Nutrient Management and Related Environmental Assistance, execution from July 1, 2015 - June 30, 2016.
- 7) Execute the Contract between Barnstable County and Peterson Oil in the amount of \$2.85/gallon to provide fuel oil to Barnstable County locations only, as awarded at May 20th meeting, execution from July 1, 2015 – June 30, 2016.
- 8) Execute the Contract between Barnstable County and Kenmark to provide toners to Barnstable County and other political subdivisions, as awarded at the May 20th 2015 meeting, execution from July 1, 2015 – June 30, 2016.
- 9) Execute the Contract Amendment between Barnstable County (Cape Cod Commission) and the Commonwealth of Massachusetts (MA Emergency Management Agency) in the amount of \$50,766.00 to provide a Scope of Work and Budget Line Item Modification for the Pre-disaster Mitigation Competitive Regional Planning Assistance for Sandwich, Truro and Provincetown. Contract execution dates of March 27, 2015 – September 30, 2016 unchanged.

- 10) Execute Cooperative Agreement between Barnstable County and the Town of Dennis in the amount of \$100,000.00 to perform all Dredge related work for Sesuit Harbor in accordance with the specifications, drawings, and plans.
- 11) Execute Contract between Barnstable County and Arrow Paper for Supply and Delivery of Janitorial Supplies to Barnstable County, other Political Subdivisions and Duke's county, execution from July 1, 2015 – June 30, 2016.
- 12) Execute Contract Extension between Barnstable County and the Commonwealth of Massachusetts (Department of Public Health) in the amount of \$139,419.00 for MA Tobacco Cessation and Prevention Program (Tobacco Grant) for FY16, execution through June 30, 2016.
- 13) Execute Contract Amendment between Barnstable County (Cape Cod Cooperative Extension) and Woods Hole Oceanographic Institution to increase the contract amount by \$135,016.00 (new contract total \$329,753.00) to reflect 2nd year award and extend the contract period to January 31, 2016.
- 14) Execute Contract Amendment between Barnstable County (Cape Cod Cooperative Extension) and Woods Hole Oceanographic Institution to increase the contract amount by \$29,340.00 (new contract total \$58,680.00) to reflect 2nd year award and extend the contract period to August 31, 2016.
- 15) Award Bid for On-Call Electrician and Plumber for Barnstable County, Town of Eastham, Town of Truro, Town of Sandwich and Sandwich Public Schools as the responsive responsible bidders offering the lowest prices to B&B Electric (Electrician) and Irvine & Sons (Plumber).
- 16) Execute the Request from RDO to establish a new fund in the amount of \$300,000.00 for the grant received by Human Services Department for the Substance Abuse Prevention Collaborative for the period of July 2015 – June 2018.
- 17) Approve the request from Town of Wellfleet Board of Selectman's to reappoint Elaine McIlroy to fill the open representative vacancy on the HOME Consortium Advisory Council with the expiration term of January 31, 2018.
- 18) Approve the request from Town of Dennis Board of Selectman's to reappoint James Kyrimes to fill the open representative vacancy on the HOME Consortium Advisory Council with the expiration term of January 31, 2018.
- 19) Approve the request from Town of Mashpee Board of Selectman's to appoint Arden R. Cadrin to fill the open representative vacancy on the HOME Consortium Advisory Council with the expiration term of January 31, 2018.
- 20) Approve the request from Barnstable Village Association for use of County Complex Grounds for community activities on the following dates, from 6:00-7:30 pm - July 15th, July 28th, August 4th and August 18th.

- 21) Approve the request from Barnstable Village Association for use of County Complex Grounds to conduct Farmers Market on the front lawn on Main Street on Saturday Mornings 8:30-12:00 for the following dates, July 11, 2015 – September 12, 2015.

In her capacity as Chairman, Commissioner Lyons:

- 22) Execute Certificate for Dissolving Betterments for Marion Nelson.
- 23) Execute Certificate for Dissolving Betterments for Stephen R. Walsh and Gail L. Walsh.
- 24) Execute Certificate for Dissolving Betterments for Richard H. Elliott, Jr. and Mary K. Elliott.
- 25) Execute Certificate for Dissolving Betterments for Angelo Dellecave and Jodi A. Dellecave.
- 26) Execute Certificate for Dissolving Betterments for Niall J. Hopkins and Louise F. Hopkins.
- 27) Execute Certificate for Dissolving Betterments for James P. O’Shea, Jr.
- 28) Execute Certificate for Dissolving Betterments for Donald M. Hulse and Marilyn A. Hulse.
- 29) Execute Certificate for Dissolving Betterments for John J. Rademaker and Joyce M. Rademaker.
- 30) Execute Certificate for Dissolving Betterments for Laurie M. Grady.
- 31) Execute Certificate for Dissolving Betterments for Doris N. Martin a/k/a Doris N. Martin-Lalicata.

County Administrators Actions

- X. Vote to approve all actions taken by the County Administrator under \$25,000.00 (include personnel actions, out-of-state travel, prepayment, and transfer requests.**

Motion made by Commissioner Cakounes to approve the following County Administrator’s Summary of Actions, 2nd by Commissioner Flynn, approved vote 3-0-0.

Commissioner Cakounes had some questions regarding County Administrators Actions.

Commissioner Cakounes asked Bill Traverse if IT was involved in ePermitting to which Mr. Traverse stated the Barnstable County IT Department is not yet involved.

Commissioner Cakounes then inquired on items 4 and 5 under Pre-payment Request. He wanted to understand why Barnstable County pays OpenCape \$18,000.00/year to rent space in a building that Barnstable County owns that it rents to OpenCape for \$0.00. Mr. Traverse stated that OpenCape rents out the Data Center to Barnstable County IT Department. That it is a newly renovated building with temperature control and security and that it was significantly more cost effective to rent for several years than it was to renovate existing spaces for this purpose.

Commissioner Cakounes questioned the County Administrator as to what fiscal year budget he is using to approve current actions. Are the funds coming from FY15 or FY16 to which Michael Brillhart responded FY16.

Commissioners Reports:

Commissioner Lyons attended the Opiate Discussion Forum that Cape Cod Healthcare and MOER, a state branch out of the Department of Public Health, held. She gave a brief update regarding substance abuse across the region stating Barnstable County is now working on how to support the support system and making sure it is connected.

Commissioner Flynn is the county commissioner assigned to Cape Cod Commission. Cape Cod Commission currently has under review a hotly debated hotel proposal in Falmouth. Two public hearings have been held and have heard from 250 plus people. Charlie McCaffery is new Falmouth Representative to the Cape Cod Commission. The next hearing regarding the hotel proposal is scheduled for June 30, 2015.

XI: County Administrator Reports

Suggestion from County Administrator for Commissioners to meet next week to approve some ordinances and additional items due to the fiscal year coming to an end.

Commissioner Cakounes requested County Administrator get clarification from County Counsel regarding Action(s) taken in Executive Session and how it pertains to Open Meeting Law, specifically under Section 21-9, subsection ii.

Barnstable, ss. at 2:16 p.m. on this seventeenth day of June, A.D. 2015, Commissioner Cakounes made a motion to adjourn, 2nd by Commissioner Flynn, approved 3-0-0.

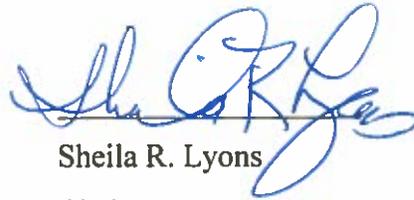
Attest:



Janice O'Connell

County Clerk

The foregoing records have been read and approved.



Sheila R. Lyons

Chair



Mary Pat Flynn

Vice-Chair



Leo Cakounes

Commissioner