

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Superior Courthouse in Barnstable, on the 5th day of October, A.D. 2016.

Board of the Barnstable County Commissioners:

Mary Pat Flynn	Present
Sheila R. Lyons	Present
Leo Cakounes	Present

Staff Present:

Jack Yunits, Jr.	County Administrator
Kara Mahoney	Interim Administrative Assistant

Commissioner Flynn called the meeting to order at 2:03 p.m.

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

I. Public Comment

Chairman Flynn asked if anyone would like to speak under public comment. None offered.

II. General Business

a. Discussion on draft budget message proposed by Commissioner Cakounes and submitted to the Commissioners pursuant to Article 5 of the County Charter.

Commissioners discussed the draft budget message presented by Leo Cakounes. During discussion Commissioner's agreed to make the following changes:

#12: Remove reference to a percentage amount.

#13: Remove item from the message because it is a goal and objective for the County Administrator.

#15: Remove the example at the end.

Chairman Flynn will prepare a cover letter and Commissioner Cakounes will make changes to the proposed document. They will send to staff to put together for the agenda next week.

III. New Business – Other business not reasonable anticipated by the Chair
No new business.

IV. Commissioners' Actions

- a. Grounds use request from the Barnstable Village Association to use the County parking lot and front lawn for the Halloween Parade on Saturday, October 29, 2016.**

Motion made by Commissioner Cakounes to approve the request from the Barnstable Village Association for the use of the County parking lot and lawn for the Halloween Parade on Saturday, October 29, 2016, subject to the County Use Policy, post event clean-up, and any further provisions put forth by the Facilities Director, 2nd by Sheila Lyons, approved 3-0-0.

- b. Proclamation for Down Cape Downwinders**

Commissioner Lyons explained this is a request from Wellfleet DTC. During the Outer Cape Democratic Coalition's second annual Barbara Gray Legacy Award presentation and dinner on October 21st they are honoring the Down Cape Downwinders for leading the Outer Cape grassroots effort to shut down Pilgrim Nuclear Power Station.

- c. Regular Session Meeting Minutes of September 28, 2016 and August 3, 2016.**

Motion made by Commissioner Cakounes to approve the Regular Session Minutes of September 28 and August 31, 2016 as presented, 2nd by Sheila Lyons, approved 3-0-0.

- d. Memorandum of Understanding with the Town of Chilmark for the County to provide assistance to the town for the solicitation of bids and quotations for goods and services.**

Motion made by Commissioner Cakounes to approve and execute the Memorandum of Understanding between the Town of Chilmark and Barnstable County for Procurement Services as presented, 2nd by Sheila Lyons, approved 3-0-0.

e. Septic Betterments (chair only)

Motion made by Commissioner Cakounes to approve and authorize the Chair to execute the Septic Betterments as presented, 2nd by Sheila Lyons, approved 3-0-0.

V. Commissioners' Reports

Commissioner Cakounes report:

1. He attended the Harwich Board of Selectmen's meeting the previous week where both the County Administrator and Cape Cod Commission Executive Director were present to give an update on County services.
2. He is meeting with County Counsel today after the meeting to hopefully finalize the Orleans lease easement right of way for the District Court. Once the documents are ready he will ask the Chair to place the discussion on the agenda.
3. He attended the National Grid Safety Luncheon today. He shared educational material from the luncheon with his fellow Commissioners.

Commissioner Lyons report:

1. She met with Grandmothers Against Guns last week to hear their concerns.
2. She was invited to be a guest at the Open Doorway Recovery Group last week.
3. She announced that on November 20th "My Choice Matters" the first parent support group summit is being held on Cape to bring all parents, relatives and concerned citizens together to learn about resources available and what the Coalitions and County have done.

VI. County Administrator Report

Jack Yunits report:

1. He announced that the resume period to fill the vacancy for the Commissioner's Office Administrative Assistant had closed and interviews would start the following week.

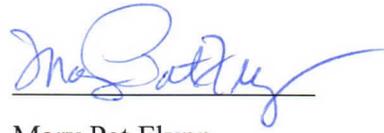
2. He and Attorney Troy will be meeting with Cape Light Compact Administrator and Legal Counsel to come to a resolution with the administrative agreement between them.
3. By email last Friday he informed the Commissioners that George Heufelder and Sean O'Brien were changing positions. Mr. Heufelder will be stepping down as Director of the Department of Health & Environment and focusing full-time at the Alternative Septic Test Center. Sean O'Brien has agreed to step in as Interim Director for the next 9 months and then the County will re-evaluate.
4. They have completed the internal budget meetings with all the Department Managers and the Finance Director is getting them ready to work within MUNIS for invoicing and budgets.
5. Under the Charter the Capital Budget is supposed to be presented to the Commissioners 30 days before the regular budget. The goal is to have it ready and presented by mid-December.
6. Next week he will provide them with a report from the Information Technology (IT) Consultant.
7. County is getting ready to put together a grant oversight team. They will work with the Finance Department on grant monitoring.
8. He attended a healthcare seminar last week. This will be a huge issue this year. He explained the options aren't great and the County may look at offering a health savings account option to its employees. Discussion on healthcare options will be on the agenda in early November. Pharmaceuticals and long term stays are driving the cost up.

Barnstable, ss. at 3:10 pm on this 5th day of October, A.D. 2016, Commissioner Cakounes made a motion to adjourn, 2nd by Sheila Lyons, approved 3-0-0.

Attest:

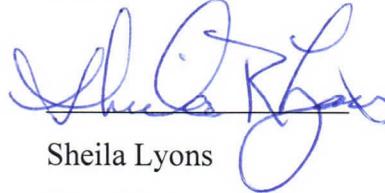

County Clerk

The foregoing records have been read and approved.



Mary Pat Flynn

Chair



Sheila Lyons

Vice-Chair



Leo Cakounes

Commissioner

List of documents:

- 1) Proposed FY18 Budget Message & Budget Development Guidelines.

DRAFT

The Barnstable County Commissioners, in preparation of the Barnstable County Regional Government Annual Budget FY 18, would like to take this opportunity to first and foremost thank the New County Administrator, New Finance Director, their Staff and Departments Heads for their efforts in providing valuable services to the residence of Barnstable County in these fiscally challenging times.

As we begin to prepare our Fiscal 2018 Budget we are faced with many decisions that may impact the services we provide. With continuing decreases in revenue, and less grant opportunities, the County is faced with challenges similar to all the Towns across the Commonwealth, adding potential settlement costs on outstanding litigation.

It is for these reasons the County Commissioners have compiled the following Budget Development Guidelines for our Administration and Departments. Most are self-explanatory, however #6 is a new task that we have asked of each Department. This exercise will provide the Commissioners with valuable estimates on the needs of each Department. As we move forward with our space allocation and fulfilling the space requirements for our tenants, the County should be aware of true carrying costs of its Departments.

The County Commissioner strongly believes that Budget should no longer balance with expenditures from Reserves. These accounts have been depleted to a point in that we must monitor as to not affect our Bond Rating and ability to continue to complete necessary projects vital to our maintenance and expansion of our complex.

Proposed FY18 Budget Message & Budget Development Guidelines

1. Any proposed new positions will have to show a revenue increase directly related to the new position and adequately increase enough revenue to cover not only salary but related costs, ie; benefits, future COLA, OPEB.
2. No increase of hours of Part-Time employees. Any proposed increase of hours to a part-time employee shall be supported by a direct increase in Department Revenue to cover all related salary costs.
3. All departments shall use same reporting and Budget request forms. The Finance Department shall create a Budget form which all Departments shall use. (simple and same format)
4. The Budget submitted to the Commissioners and Assembly of Delegates shall not include the standard boiler plate "Goals, Objectives and Narrative" that have been included in the past. They can be available on line, or to any new elected official that requests them.
5. All Capital Budget Requests with funding source shall be listed on the Departments Request form, and compiled on a separate sheet with all projected bonding expenditures. These items shall be included in the FY18 Budget Ordinance, and a separate Bonding Ordinance shall be prepared listing each project and amount with term of Bond anticipation. Capital Bonding Budget shall follow the time line within the County Charter.

Proposed FY18 Budget Message & Budget Development Guidelines

6. Each Department shall attempt to allocate an estimate of related cost of Heat, Electricity, Phone service, Custodial Service as relates to the space allocated to the Department. This exercise will begin to establish the future true costs of each Department and be a useful tool in the allocation of space, and ability of County Departments becoming self-sustaining.
 7. The Budget shall contain a line item of Debt Budget, ie principal and interest on debt. A recurring funding source should be allocated for this continuing expense. Staff is requested to attempt to address this allocation for future bonding expenses.
 8. Staff shall continue to address the outstanding Bonding of projects that have been completed with budgeted and available revenue. This includes the re-vote of Ordinances to change funding from Bonding to a funding source such as Stabilizations Fund, Other Available Funds, Reserves, or sources recommended by the Finance Director, and reconsideration on votes of projects not yet started.
 9. The Budget shall reflect (if any) the effects of the new State and Federal laws that deal with Earned Sick Time, Overtime Calculation, Health related increases and Massachusetts Wage & Hour Laws. Staff shall continue to keep the Commissioners informed as to any changing laws and their effect on County operation.
 10. The FY18 Budget shall be balanced with projected Revenues without the use or transfer of Reserves, or new Tax increase.
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Proposed FY18 Budget Message & Budget Development Guidelines

11. Projected Revenues shall reflect, along with other projection tools and practices, a three-year average of actual Revenue collected. Consideration of unusual years maybe be noted.
12. Each Department shall identify a minimum of 10% reduction within their respective Budgets in the event the Commissioners are faced with Budget Deficit steaming from rising fixed cost such as Health, operating costs and possible litigation settlement costs.
13. Staff shall continue to review departments as to structure and incorporate any suggestions that will streamline effectiveness, and track accountability.
14. Staff shall research and attempt to identify a fixed funding source to be allocated to OPEB reserve account.
15. Staff need to evaluate all positions which have been established using a Grant funding source, each position and Grant shall be reviewed to determine that the County still receives Grant funding and is adequate to cover the expense of the Position. Positions which have been determined the Grant Funding is coming to an end, or ended, will need to re-evaluated as to their continuing funding within the General Fund of the Budget. New funding sources shall be identified for their continuing support. Example: Community Rating Specialist, Grant to expire in 2018, consider a direct cost charge to communities which use this service.

September 28 2016

Respectfully submitted Barnstable County Commissioners

Sheila Lyons, Chair

Mary Pat Flynn

Leo G. Cakounes