

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Superior Courthouse in Barnstable, on the eighth day of June, A.D. 2016.

**Board of the Barnstable County Commissioners:**

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

**Staff Present:**

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

Commissioner Flynn called the meeting to order at 12:33 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. No public comment offered.

**II. Commissioners' Actions**

- a. *Motion made by Commissioner Cakounes to approve the Minutes of May 25, 2016 as presented, 2<sup>nd</sup> by Mary Pat Flynn, approved 2-0-0.*
- b. *Motion made by Commissioner Cakounes to approve the Minutes of June 1, 2016 as presented, 2<sup>nd</sup> by Mary Pat Flynn, approved 2-0-0.*
- c. *Motion made by Commissioner Cakounes to approve the following items under Summary of Actions; under Contracts, items 1-6; under Other, item 7, under Bid Awards, items 8-11; under Personnel, item 12, as presented, 2<sup>nd</sup> by Mary Pat Flynn, approved 2-0-0.*

SUMMARY OF ACTIONS:

CONTRACTS

1. Authorized the Cape Cod Commission to enter into agreements through an RFP for ePermitting implementation services and an Invitation for Bids for **Accela Software** for an initial term of two years with two possible two-year renewal periods.
2. Executed a Cooperative Agreement with the **Town of Falmouth** to perform all dredge related work for Bourne Pond Channel up to a maximum contract amount of \$25,000.
3. Executed a Contract with the **Commonwealth of Massachusetts Department of Health** to provide beach monitoring services in the amount of \$75,000 for the period of May 25, 2016 through June 30, 2017.
4. Executed an Agreement with **WB Mason** to provide the bulk delivery of copy paper to the schools located within Barnstable County (bid awarded on May 23, 2016).
5. Executed an Agreement with **WB Mason** to provide toners to Barnstable County and other political subdivisions (bid awarded on May 11, 2016).
6. Executed an Agreement with **WB Mason** to provide janitorial supplies to Barnstable County and other political subdivisions (bid awarded on May 18, 2016).

OTHER

7. Executed a HOME Subordination of Mortgage for Chuck and Gina Lai.

BID AWARDS

8. Rejected the one proposal submitted by the **Donahue Institute** in response to the RFP for a consultant to do a study on the effects of second homes on Cape Cod.
9. Awarded the bid for Index Verification, Online Correction, Microfilm and Book Printing and Binding for the Registry of Deeds to **Xerox State and Local Solutions**.
10. Awarded the bid for Computer Programming and Maintenance Services, eFiling Support and Online Streaming Backup/disaster Recovery to **Browntech**.

11. Renewed the Financial Management Services Contract with **Robert Ciolek** for an additional one year period of July 1, 2016-June 30, 2017 ( bid awarded on 12/17/2014).

### PERSONNEL ACTIONS

12. Approved Jack Yunits timesheet for the period of May 16-29, 2016.

### **III. Commissioners' Reports**

Commissioner Cakounes announced that he passed out a list of evaluation items to the other Commissioners to review and discuss for Paul Niedzwiecki's employee performance evaluation. Commissioner Flynn shared that his evaluation was scheduled on the June 22<sup>nd</sup> agenda.

Commissioner Flynn reported she had spent the last two days attending the Massachusetts Association of Retirement Boards conference. As a board member on the Barnstable County Retirement Board she is required to earn 9 CEU's (continuing education credits) each year. She will receive 6 CEU's for attending the conference.

Commissioner Cakounes had two additional items he wanted to mention. The first was regarding the changes to the Public Records Law. He asked Jack Yunits if the County could put together an information seminar and offer it to county and town employees. Mr. Yunits responded that he had been working on this and was preparing to bring this to the Board's attention with a prepared motion for the June 15<sup>th</sup> meeting.

The second item was a request to have the process for reviewing documents that are placed on the agenda and requiring their signature and vote to be emailed to all the Commissioners in advance of the meeting. Mr. Yunits responded that Commissioner's office staff had already begun the procurement of a scanner and the process to begin scanning documents. All documents will be emailed to the Commissioners and Assembly of Delegates in advance of the meeting and at the same time as the agenda is distributed and posted. He also included an item from his report regarding changing the process to approving documents over \$35,000 instead of \$25,000 due to changes in the 30B requirements.

### **IV. County Administrator's Report**

Mr. Yunits reported that Steve Tebo, Facilities Director, is working on sending out an evite to set up a new planning committee for the County Campus and Trial Courts. Mr. Tebo will be contacting Chairman Flynn regarding a Commissioner appointee to the committee.

The Review Committee for the 2014-2018 Strategic Plan will have its first meeting next Wednesday, June 15<sup>th</sup>.

Commissioner Lyons arrived at 12:47 p.m.

*Barnstable, ss. at 12:48 pm on this eighth day of June, A.D. 2016, Commissioner Cakounes made a motion to adjourn, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0.*

Attest:

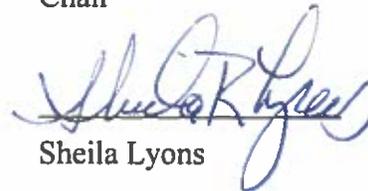
  
County Clerk

The foregoing records have been read and approved.



Mary Pat Flynn

Chair



Sheila Lyons

Vice-Chair



Leo Cakounes

Commissioner