

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

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

Board of the Barnstable County Commissioners:

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

Staff Present:

Jack Yunits, Jr.	County Administrator
Kara Mahoney	Interim Administrative Assistant
Kim Concra	Nutrition and Food Safety Specialist
Mike Maguire	Director of Cape Cod Cooperative Extension
Steven Tebo	Director of Facilities
Bill Traverse	Director of Information Technology

Commissioner Lyons called the meeting to order at 2:01 p.m.

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

I. Public Comment

Commissioner Lyons asked if anyone attending would like to speak under public comment. None offered.

II. General Business

a. Report by Kim Concra, Nutrition and Food Safety Specialist, on her attendance at the Master Food Preserver Course.

Ms. Concra reported she attended the Master Food Preserver Course to gain knowledge on safe food preservation that will allow her to educate Barnstable

County residents on public health issues and bringing a food to market. It was three full days of hands-on activities such as pressure cooking, drying, freezing and water-bath canning as a means to reduce food waste, properly store and preserve produce and protein foods and thorough coverage of equipment and current science backed research as to safe food handling practices where food storage is concerned. The knowledge and practice of food preservation provides the Extension opportunities to offer future classes.

- b. Motion to transfer all County documents under Cataldo Archives care to the Sturgis Library in Barnstable and vote to formally terminate the agreement between Barnstable County and Cataldo Archives, and to extend gratitude to the library and Cataldo family for providing a public place allowing public access to the documents.**

Motion made by Commissioner Cakounes to transfer the care and custody of all documents within the Cataldo Archives presently housed at the County Complex to the Sturgis Library in the Town of Barnstable, and furthermore terminate all agreements between Barnstable County and the Cataldo Archives, its estate and/or heirs with gratitude to the Sturgis Library and the Cataldo family for providing a public access for these documents, 2nd by Sheila Lyons, approved 2-0-0.

III. New Business – Other business not reasonable anticipated by the Chair

No new business.

IV. Commissioners' Actions

- a. Motion to approve the regular session Meeting Minutes of July 20, 2016.**

Motion made by Commissioner Cakounes to approve the Minutes of the Regular Meeting of July 20, 2016 as presented, 2nd by Sheila Lyons, approved 2-0-0.

- b. Motion to establish a new fund for the Massachusetts Service Alliance (MSA) Grant for the continuation of the AmeriCorps Cape Cod program and to execute the grant agreement.**

Motion made by Commissioner Cakounes to establish a new fund for the Massachusetts Service Alliance (MSA) Grant for the purpose of the continuation of the AmeriCorps Cape Cod program, furthermore to execute the Grant Agreement, 2nd by Sheila Lyons, approved 2-0-0.

- c. Motion to establish a new reserve in the Cape Cod Commission operating fund called *Restricted for Personnel Expenses* in the amount of \$500,000.**

Motion to establish a new Reserve within the Cape Cod Commission operating fund #0010, The Cape Cod Environmental Fund, in the amount of \$500,000.00 for the purpose of "Restricted Personnel Expenses", 2nd by Sheila Lyons, approved 2-0-0.

For the record Commissioner Cakounes explained he sent the motion to Cape Cod Commission to approve and to make sure the wording and fund numbers were correct. Commissioner Lyons asked if this was going to OPEB. He responded that the unrestricted reserve is within the Cape Cod Commission Environmental fund. With this action it is basically saying some of that balance will be there for the purposes of personnel expenses, and for funding OPEB.

d. Proclamation to declare the week of September 5-11, 2016 as *Suicide Prevention Week*.

Motion made by Leo Cakounes to approve and execute the Proclamation to declare the week of September 5-11, 2016 as "Suicide Prevention Week", 2nd by Sheila Lyons, approved 2-0-0.

e. In accordance with Barnstable County's responsibility as fiscal agent for Cape Light Compact, motion to approve the following submitted items:

1. Professional/Consulting Services Agreement with **Synapse Energy Economics, Inc** to provide technical assistance and related services as part of the energy efficiency program and participation in the ISO New England Forward Capacity Market.
2. Transfer request in the amount of \$242,350.00 for the new construction program.

Motion made by Commissioner Cakounes in accordance with the Barnstable County responsibility as Fiscal Agent to the Cape Light Compact the approval and execution of items numbered 4(e) subset 1 and 2 as presented, 2nd by Sheila Lyons, approved 2-0-0.

f. Motion to approve the summary of actions over \$35,000.00 (including prepayment, fund transfer requests, bid awards, contracts and contract amendments)

Motion made by Commissioner Cakounes to approve the following items under the Summary of Actions; under contracts, items 1-7; under bid awards, items 8-10; under prepayment requests, items 11-15; under personnel actions, items 16-17; under Certificates for Dissolving Betterments (Chair only) to authorize the Vice-Chair acting as Chair to execute Items 18-33.

Summary of actions:

Contracts

1. Fourth Amendment to the Inter-municipal Agreement for Information Technology Services with the **Town of Wellfleet**.
2. Grant Agreement with the **Massachusetts Association of Health Boards (MAHB)** for the County to provide services and deliverables to the Cape Cod and Islands Public Health Emergency Preparedness Coalition.
3. Grant Agreement with **Harbor Health Services** for Year 3 of the Prevention Wellness Trust Fund (PWTF) grant operations.
4. Grant Agreement with **Healthy Living Cape Cod Coalition** for Year 3 of the Prevention Wellness Trust Fund (PWTF) grant operations.
5. Grant Agreement with **Community Health Center of Cape Cod** for Year 3 of the Prevention Wellness Trust Fund (PWTF) grant operations.
6. Grant Agreement with **Duffy Health Center** for Year 3 of the Prevention Wellness Trust Fund (PWTF) grant operations.
7. Grant Agreement with **YMCA Cape Cod** for Year 3 of the Prevention Wellness Trust Fund (PWTF) grant operations.

Bid awards

8. Agreement with **FinePoint Associates, LLC** to provide monitoring for the HOME program, as awarded on June 22, 2016.
9. Agreement with **ACS Enterprise Solutions** to provide Index Verification, Online Correction, Microfilm, Book Printing and Binding for Barnstable County Registry of Deeds, as awarded on June 8, 2016.
10. Award the bid for *Roadway Construction for the Town of Chatham* to **Lawrence Lynch, Dirtworks and Rafferty**.

Prepayment requests

11. Prepay **Harbor Health Services** in the amount of \$252,045.30 over a twelve month billing period from July 1, 2016 through June 30, 2017 for the Prevention and Wellness Trust Fund Grant.
12. Prepay **Cape Cod Foundation**, fiscal agent for **Healthy Living Cape Cod Coalition**, in the amount of \$211,008.33 over a twelve month billing period from July 1, 2016 through June 30, 2017 for the Prevention and Wellness Trust Fund Grant.

13. Prepay **Community Health Center of Cape Cod** in the amount of \$377,631.48 over a twelve monthly billing period from July 1, 2016 through June 30, 2017 for the Prevention and Wellness Trust Fund Grant.
14. Prepay the **Duffy Health Center** in the amount of \$285,722.53 over a twelve month billing period from July 1, 2016 through June 30, 2017 for the Prevention and Wellness Trust Fund Grant.
15. Prepay the **YMCA Cape Cod** in the amount of \$116,642.58 over a twelve month billing period from July 1, 2016 through June 30, 2017.

Personnel actions

16. Employee leave without pay request.
17. Timesheet for Jack Yunits, County Administrator, for the payroll period of July 10-23, 2016.

Certificates for Dissolving Betterments (Chair approval only)

18. William J. Watson and Carmel J. Watson
19. Cosme C. Arroyo and Marsha Arroyo
20. Lawrence E. Giesetto and Dianne E. Giesetto
21. Mary V. Flynn
22. Marshall M. Blythe and Dorene S. Blythe
23. Willeer S. Pinto and Marize S. Pinto
24. Mary H. Williams
25. Janet L. Donahue
26. Francis M. Yarnall
27. Kevin J. Tynan and Kathleen J. Tynan
28. Paul J. Bernardi and Louise E. Bernardi
29. John M. McGrath and Phyllis K. McGrath
30. Christopher M. Glover and Jennifer Glover
31. James M. Burgess and Kristin Burgess
32. Marcella M. Brooks
33. Sandra M. Townley

V. Commissioners' Reports

No reports offered by either Commissioner Cakounes or Commissioner Lyons.

VI. County Administrator Report

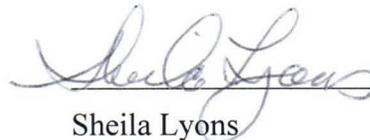
1. Jack Yunits expressed his gratitude to the Legislatures for their unified effort on behalf of the County to restore funds that were cut last week including funding that would affect the Fire Training Academy, Shellfish Program and Septic Betterment Program. Without their efforts it would have been a tough year for the County.
2. The Communications team, coordinated by Bob Lawton, is making great progress. A County Services handout has been drafted and should be completed by the end of August. They are continuing to work on videos of County services that can be posted to the website.
3. The County received the titles for the Pocasset leased properties. The titles have a conservation restriction attached to them. This will make County use of the property very restrictive.
4. Discussions regarding the Fire Training Academy are continuing with towns.

Barnstable, ss. at 2:39 pm on this third day of August, A.D. 2016, Commissioner Cakounes made a motion to adjourn, 2nd by Sheila Lyons, approved 2-0-0.

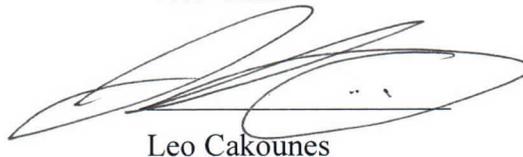
Attest:


County Clerk

The foregoing records have been read and approved.


Sheila Lyons

Vice-Chair



Leo Cakounes

Commissioner

List of documents:

1. Travel report and power point presentation submitted by Kim Concra



Out of State Travel Report

Fill out this report and submit it to the County Administrator (copy the County Administrative Assistant) within 30 days of completing your travel. Be prepared to speak about the subject at the following Regional Board of Commissioners' meeting.

Name: Kimberly Concra

Title: Nutrition and Food Safety Specialist

Department: Cape Cod Cooperative Extension: Nutrition Ed Program

Dates of Trip: June 6-10, 2016

Name of Meeting: Master Food Preserver Course, Cornell Cooperative Extension

Location: Cornell University Cooperative Extension, Ballston Spa, NY

Report Submitted for
Commissioners' Meeting On: August 3, 2016

Purpose: [describe the purpose and goals of the trip and about the organization hosting the event]

- To gain current knowledge based on science of safe food preservation to educate Barnstable County constituents as a public health issue and as a starting point for those interested in bringing a food to market. Foodborne pathogens can be prevented from causing illness and death if proper methodology is followed.

Highlights: [describe achievements, meetings attended, or successes or new information, etc.]

- Three very full days of hands-on activities such as pressure cooking, drying, freezing and water-bath canning as a means to reduce food waste, properly store and preserve produce and protein foods and thorough coverage of equipment and current science backed research as to safe food handling practices from farm to fork where food storage is concerned.
- A large amount of information was compiled into a binder for easy access and reference, including numerous links to current fact sheets. Cornell University is willing to share copy-ready portions of the materials used for a specific class ie: jams, jellies and pickles, should we hold such a class.

Outcomes: [describe the goals that were achieved, how they were achieved & the short or long-term impact for Barnstable County].

- Knowledge and practice of food preservation provides Extension opportunities to offer future classes to constituents who might otherwise not have access to such information.
- Learning from agents at Cornell who are very well studied in home food preservation equipped our staff with knowledge of safe preservation methods, practices and research to guide local gardeners who later may wish to bring a product to market.
- Cornell also does testing of recipes to create a scheduled process for foods that eventually go to market. This course might be an economic driver where food preservation in its many forms, might be utilized safely at the home level to be later launched as a food product in the next level, providing income for Barnstable County residents.

Cape Cod Cooperative Extension www.capecodextension.org

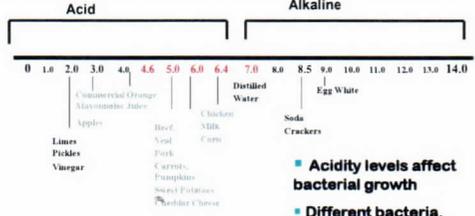
Nutrition Education & Food Safety



Master Food Preserver Course
Cornell University Extension
June 2016
Kimberly Concra
Nutrition & Food Safety Specialist
Cape Cod Cooperative Extension

Cape Cod Cooperative Extension www.capecodextension.org

Nutrition Education & Food Safety



Acid: 0 to 7.0
Alkaline: 7.0 to 14.0

0 1.0 2.0 3.0 4.0 4.6 5.0 6.0 6.4 7.0 8.0 8.5 9.0 10.0 11.0 12.0 13.0 14.0

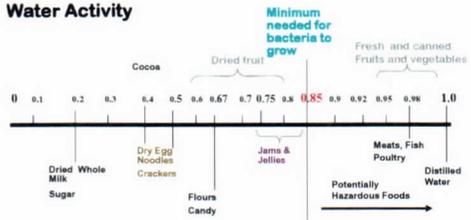
Commercial Orange, Lemon-Lime Juice, Apples, Limes, Pickles, Vinegar, Beef, Veal, Pork, Carrots, Pumpkins, Sweet Potatoes, Pheasant Cheese, Chicken, Eggs, Soda, Egg White, Crackers

- Acidity levels affect bacterial growth
- Different bacteria, different acid tolerance

Cape Cod Cooperative Extension www.capecodextension.org

Nutrition Education & Food Safety

Water Activity



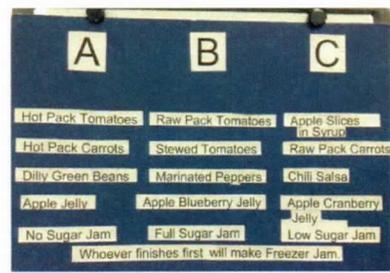
Minimum needed for bacteria to grow: 0.85

0 0.1 0.2 0.3 0.4 0.5 0.6 0.67 0.7 0.75 0.8 0.85 0.9 0.92 0.95 0.98 1.0

Coccos, Dried fruit, Fresh and canned Fruits and vegetables, Meats, Fish, Poultry, Distilled Water, Potentially Hazardous Foods, Dried Whole Milk, Sugar, Dry Egg Noodles, Crackers, Flours, Candy, Jams & Jellies

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Nutrition Education & Food Safety



A Hot Pack Tomatoes, Hot Pack Carrots, Dilly Green Beans, Apple Jelly, No Sugar Jam

B Raw Pack Tomatoes, Stewed Tomatoes, Marinated Peppers, Apple Blueberry Jelly, Full Sugar Jam

C Apple Slices in Syrup, Raw Pack Carrots, Chili Salsa, Apple Cranberry Jelly, Low Sugar Jam

Whoever finishes first will make Freezer Jam.

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Nutrition Education & Food Safety



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