

**WEEKLY ACTIONS TAKEN BY THE COUNTY ADMINISTRATOR**  
**August 27<sup>th</sup> - September 11<sup>th</sup>, 2015**

**CONTRACTS**

- 1) Executed Contract between Barnstable County (Cape Cod Cooperative Extension) and United States Environmental Protection Agency in the amount of \$15,000.00 for Continuation of EPA funded research project; Lyme Disease Infection Prevalence, Vector Population Control and Wild life Visitation at permethrin treated Deer Feeding Station Sites, execution from September 2, 2015 - December 31, 2015.
- 2) Executed Contract Extension between Barnstable County (Cape Cod Commission) and Human Resource Services, execution extended to October 31, 2015.
- 3) Executed Contract between Barnstable County (Finance Department) and SHRED IT in the amount of \$260.00 (min) plus \$12.84/box for One Day Shredding Services to shred State Approved Retention Records including invoice Warrants, checks, financial and accounting information.
- 4) Executed Contract between Barnstable County (Cape Cod Cooperative Extension) and Dr. Stephen Rich in the amount of \$14,000.00 for Development of two manuscripts of EPA funded tick-borne infection research, execution from September 8, 2015 - December 31, 2015.
- 5) Executed Contract between Barnstable County (Cape Cod Cooperative Extension) and Cynthia Miranda in the amount of \$396.00 for assistance with grant-funded Family Nutrition Program, execution from September 8, 2015 - September 30, 2015.
- 6) Executed Contract Amendment between Barnstable County (Cape Cod Commission) and Heather Cormier in the amount of \$1,000.00 for a total to include extension of \$4,000.00 plus travel allowance, for Extension of Current Contract, execution from June 3, 2015 - September 30, 2015.
- 7) Executed Contract between Barnstable County (Cape Cod Commission) and the Town of Falmouth in the amount of \$8,924.00 for Participation in the Planimetrics database project, execution through April 30, 2016.

**PREPAY REQUESTS**

- 8) Approved the Prepayment Request from Barnstable County (Cape Cod Cooperative Extension) in the amount of \$450.00 to the North American Hazardous Materials Association for the Registration fee for Kalliope Egloff to attend the National Association of hazardous Materials Management Association Conference on September 13, 2015 - September 18, 2015.
- 9) Approved the Prepayment Request from Barnstable County (Finance Department) in the amount of \$150.00 to the Office of the Inspector General for Registration for Contract Administration Class on November 3, 2015.
- 10) Approved the Prepayment Request from Barnstable County (Cape Light Compact) in the amount of \$295.00 to the Cape Cod Chamber of Commerce for Membership Dues.
- 11) Approved the Prepayment Request from Barnstable County (Cape Light Compact) in the amount of \$225.00 to the United States Postal Service, Post Master for Postage Permit #7 Annual Fee.
- 12) Approved the Prepayment Request from Barnstable County (Resource Development Office) in the amount of \$189.00 to Amanda Howe for Reimbursement of Amtrak Train Ticket Purchased for training in Washington, DC.
- 13) Approved the Payment Authorization Request from Barnstable County Department of Human Services) in the amount of \$60.00 to Silvia Rodrigues Dos Santos for Translation Services for the Human Rights Commission.
- 14) Approved the Prepayment Request from Barnstable County (Resource Development Office - AmeriCorps) in the amount of \$1,160.00 to Pina Bus Lines for bus rental for AmeriCorps Opening Day in Boston, MA on October 16, 2015.
- 15) Approved the Prepayment Request from Barnstable County (Resource Development Office) in the amount of \$1,270.95 to The Quincy Hotel for Management Concepts Training in Washington, DC, October 12, 2015 - October 17, 2015.

- 16) Approved the Payment Authorization Request from the Mercy Otis Warren Woman of the Year Committee in the amount of \$111.56 to Elaine Singer for Flower Reimbursement for the Mercy Otis Warren Woman of the Year Reception on June 8, 2015.
- 17) Approved the Payment Authorization Request from the Mercy Otis Warren Woman of the Year Committee in the amount of 85.17 to Judy Walden Scarafile for Reimbursement Expenses incurred for the Mercy Otis Warren Woman of the Year Reception on June 8, 2015.
- 18) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$189.00 to Massachusetts Municipal Association for John Ohman's Conference Registration and event luncheon for the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 22, 2016 - January 23, 2016.
- 19) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$189.00 to Massachusetts Municipal Association for Janice O'Connell's Conference Registration and event luncheon for the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 22, 2016 - January 23, 2016.
- 20) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$199.00 to Massachusetts Municipal Association for Brian O'Malley's Conference Registration and event dinner for the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 22, 2016 - January 23, 2016.
- 21) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$160.00 to Massachusetts Municipal Association for Edward McManus' Conference Registration for the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 22, 2016 - January 23, 2016.
- 22) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$160.00 to Massachusetts Municipal Association for Edward Lewis' Conference Registration for the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 22, 2016 - January 23, 2016.

- 23) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$160.00 to Massachusetts Municipal Association for Ronald Bergstrom's Conference Registration for the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 22, 2016 - January 23, 2016.
- 24) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$405.16 to Sheraton Boston Hotels for Edward McManus' hotel accommodations (including taxes) in conjunction with the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 21, 2016 - January 22, 2016.
- 25) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$473.82 to Sheraton Boston Hotels for Ronald Bergstrom's hotel accommodations (including taxes) in conjunction with the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 21, 2016 - January 22, 2016.
- 26) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$496.72 to Sheraton Boston Hotels for Janice O'Connell's hotel accommodations (including taxes) in conjunction with the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 21, 2016 - January 22, 2016.
- 27) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$473.82 to Sheraton Boston Hotels for Brian O'Malley's hotel accommodations (including taxes) in conjunction with the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 21, 2016 - January 22, 2016.
- 28) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$745.08 to Sheraton Boston Hotels for Edward Lewis' hotel accommodations (including taxes) in conjunction with the Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 21, 2016 - January 23, 2016.
- 29) Approved the Prepayment Request from Barnstable County (Assembly of Delegates) in the amount of \$745.08 to Sheraton Boston Hotels for John Ohman's hotel accommodations (including taxes) in conjunction with the

Massachusetts Municipal Association (MMA) 2016 Annual Meeting & Trade Show from January 21, 2016 - January 23, 2016.

- 30) Approved the Prepayment Request from Barnstable County (Department of Human Services) in the amount of \$19,200.00 to Trilogy Integrated Resources, LLC for Network of Care Behavioral Health web portal maintenance services, execution from September 12, 2015 - September 11, 2016.
- 31) Approved the Prepayment Request from Barnstable County (Cape Cod Commission) in the amount of \$55.00 to Massachusetts Chapter of the Institute of Transportation Engineers (MAITE) for the Registration fee for Steve Tupper, Transportation Engineer, to attend the Joint Annual Meeting of MAITE on September 24, 2015.
- 32) Approved the Prepayment Request from Barnstable County (Commissioners Office) in the amount of \$60.00 to the Commonwealth of Massachusetts for the Notary Public Commission Fee for Alisa Lucas-McLaughlin.
- 33) Approved the Prepayment Request from Barnstable County (Cape Light Compact) in the amount of \$125.00 to the Chatham Chamber of Commerce for Membership Dues, execution from October 1, 2015 - September 30, 2016.
- 34) Approved the Payment Authorization Request from Barnstable County (Registry of Deeds) in the amount of \$1,900.85 to Iron Mountain for Storage of Archival Records, execution from July 1, 2015 - June 30, 2016.
- 35) Approved the Prepayment Request from Barnstable County (Cape Cod Commission) in the amount of \$198.00 to the National Association of Development Organizations for two Webinar Registration fees for Gail Coyne.
- 36) Approved the Payment Authorization Request from Barnstable County (IT Department) in the amount of \$6,000.00 to PM Providers for Technical Services rendered when IT's Project Management Information System became inoperable.

**PERSONNEL**

- 37) Approved the Notice from Barnstable County (Cape Cod Commission) to terminate the Employment for Alyssa Ryan, effective August 26, 2015.
- 38) Approved the Notice from Barnstable County (Registry of Deeds) to terminate the Employment for Catherine Manni, effective November 4, 2015.

**OUT-OF-STATE TRAVEL**

- 39) Approved the Out-of-State Travel request from Barnstable County Department of Health & Environment) for George Heufelder in the amount of \$1,016.00 to present at the National Onsite Wastewater Association Conference in Virginia Beach, VA, November 3, 2015 - November 6, 2015.

**TRANSFERS**

- 40) Approved the Transfer Request from Barnstable County (Cape Cod Commission - Economic Development Council [EDC]) in the amount of \$8,000.00 between line accounts, as voted at the EDC meeting on September 3, 2015.

**OTHER**

- 41) Approved the request from Barnstable County Accounting Department to Reject all proposals submitted in response to the RFP for a Coordinator for the Massachusetts Substance Abuse Prevention Collaborative.
- 42) Approved the request from Barnstable County (Resource Development Office - AmeriCorps) to declare four Desktop Computers Surplus.
- 43) Approved the request from Barnstable County (Cape & Vineyard Electric Cooperative) to approve the first phase of the Resource Development Office Grant Match (10% match) in the amount of \$3,500.00 for the Battery Back-up System Installation to enhance the Dennis-Yarmouth Regional Emergency Shelter.