

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Barnstable County Superior Courthouse Building on the sixth day of January, A.D. 2016.

Board of the Barnstable County Commissioners:

Chair Mary Pat Flynn	Present
Vice Chair Sheila Lyons	Present
Commissioner Leo Cakounes	Present

Staff Present:

Michael Brillhart	County Administrator
Mary McIsaac	Finance Director
Bob Lawton	Interim Finance Director
Michelle LaCasse	Finance Assistant
George Heufelder	Director of Health and Environment
Stephen Tebo	Director of Facilities

Chair Flynn called the meeting to order at 9:38 a.m.

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

I. Public Comment

Chair Flynn asked for public comment to which a member of the press announced he may be recording the meeting.

II. Budget Review

Chair Flynn announced that the scheduled budget review of the Dredge Department will not be discussed today as the Dredge Department is not prepared; therefore, the Dredge review has been moved to the January 27th Commissioners meeting.

Chair Flynn indicated the budget review today will include the Department of Health, Department of Facilities and the Department of Finance, including shared debt & services.

Department of Health & Environment:

Director of Health and Environment, George Heufelder, indicated he prepared a one page budget summary for the Commissioners and also indicated he met with Finance Director Mary McIsaac. He addressed proposed increases first, starting with a \$10,000 increase to nursing services, which includes health & wellness, food pantry and vaccination services. Mr. Heufelder stated that these services are heading toward sustainability due to increased direct billing of health insurance companies. Next, he suggested a proposed increase to emergency planning supplies of \$15,333 for building up regional shelter supplies, such as walkers, wheelchairs, canes, dog crates and cots. He pointed out there were a lot of shelters open last year and noted these shelter supplies are long-term and kept on-site for when a shelter opens.

Chair Flynn noted there were a number of shelters open last year and asked if this increase is needed as a result of last year. Mr. Heufelder responded that this suggested increase is a long-term planning effort that will build capacity at the shelters in order to accommodate people and their pets. He pointed out this

increase is requested as a way to continually build capacity in a manner consistent with budgetary constraints.

Vice Chair Lyons arrived at 9:43am.

Next Mr. Heufelder proposed a \$62,000 capital expenditure for an Ion Chromatograph used in nitrate & perchlorate analysis, which brings in a substantial portion of revenue for the department as it is most frequently requested in well water testing. Currently there are two chromatographs and one of them is heading out of service life; therefore, the request is to replace one machine.

Moving on to projected revenue, Mr. Heufelder presented a modest projection of revenue, as indicated in the budget summary document, and pointed out there is one item not included. That item, he explained, is the contract with the Town of Falmouth Board of Health, where the County has been providing professional services until the town fills their staffing needs. Mr. Heufelder also spoke of contracts with the Towns of Provincetown, Wellfleet & Orleans and pointed out the County is always available to help towns that have staffing issues, such as leaves of absence. He further explained if it looks like the issue is becoming a permanent situation, then he works with the town manager to negotiate a contract.

He reviewed the department estimated revenue, as provided on the budget summary sheet as follows:

Laboratory services	\$550,000
Septic Loan Program salary reimbursement	\$300,000
Medical Reserve Corp personnel full reimbursement	\$ 60,000
Innovative Alternative Tracking personnel support	\$ 79,000

Tobacco Control Program full support	\$100,000
MA Alternative Septic System Test Center full support	\$100,000

Mr. Heufelder further explained full support for the test center is not all accounted for in the county budget as it is self-sustaining and also that the Medical Reserve Corp revenue is underestimated by the benefits picked up by a CDC grant. Additionally, he noted the septic loan revenue is understated since it only shows the part which offsets part of their operation and that \$350,000 is part of a revolving loan program, which gets paid back. Last, Mr. Heufelder proposed that revenue from the lab may go beyond \$550,000 depending on activities the department is starting up with waste water analysis.

Next he addressed a capital line item to replace a 1998 vehicle, which needs to be retired and noted the repair item line would be reduced. He also spoke of two reductions in his budget after meeting with Finance Director Mary McIsaac who questioned the charges, including telephone expense reduction of (\$2,400) and professional tech services reduction of (\$3,000).

Vice Chair Lyons questioned why some of the positions/salaries are highlighted on the department personnel schedule. Mr. Heufelder answered that he highlighted the positions to show those that are funded by some other source, about \$430,000 of which \$412,600 is supported by services rendered or through a grant.

Chair Flynn asked Mr. Heufelder to give a brief overview of the alternative septic system test center and expand on future plans. He requested that the subject be placed on a later agenda at some point, as it is not part of the budget process.

He pointed out it is a large waste water piece that requires further guidance from leadership and reviewed current research projects.

Chair Flynn asked Mr. Heufelder what he sees as the future role of the department with the 208 plan. Mr. Heufelder responded that he see the primary mission of the department to serve as the information center to local boards of health. Furthermore, the department can provide technical assistance for a town that decides to select a decentralized option from the 208 plan menu, since onsite options are where our expertise lies. Overall, he suggested the department would be an information source and through the I/A tracking system would support management with the largest database in the country. Larger efforts, such as large treatment plants or constructed wetlands, he stated would be better served by hydrologists.

Chair Flynn acknowledged the success of the tobacco control program over the years and asked Mr. Heufelder if he sees a role for the County in dealing with the opioid problem. He responded that towns, such as Falmouth, are starting to exam their role in the opioid issue and that our tobacco control program, headed by Bob Collette, has recently expanded in to the vapor & spice issues. He indicated he does not know what the overlap should be for the opioid issue and that the role may not come from just tobacco control.

Vice Chair Lyons spoke of the Department of Human Services task force that follows a public health model and is currently involved in the opioid crisis issue. She suggested resources from our Department of Health could be used and that the County is currently putting in prevention programs in all primary

school districts across the cape, which is a large role and an appropriate role at this point. Mr. Heufelder suggested nursing services will also play a role, perhaps even more than tobacco control services.

Chair Flynn spoke of the role of a Board of Health in a community and its responsibility for the public health of a community, which plays a role in the issue.

Vice Chair Lyons suggested a Human Services task force full presentation may be necessary to show the work that has occurred and the work that is being done and asked for the topic to be put on the agenda within the next week.

Commissioner Cakounes referred back to the Alternative Septic Test center and asked if we don't find an acceptable way to continue with it then will the County be faced with the cost of decommissioning the site. Mr. Heufelder answered it has been anticipated and that money has been put aside.

Next, Commissioner Cakounes spoke of professional services for emergency planning that was increased by \$18,000 last year to purchase large emergency supplies to put aside in storage and then file with FEMA to be reimbursed. Mr. Heufelder acknowledged that the County has had some reimbursements. Commissioner Cakounes then asked if the additional \$15,000 increase this year pertains to the same to which Mr. Heufelder answered that last year's increase was for payment of staff when there is an event/storm. He explained the ideal situation is to rollover unused funds from year to year. He pointed out this year the \$18,000 is included in the professional tech line item of \$33,000 (\$10k for public info officer contractual and \$3k

support for software). Commissioner Cakounes recapped that the \$18,000 may be rolled over, or may be used and subsequently reimbursed or turned back to general funds. It was noted the \$15,333 is for a one-time purchase for one set of consumables.

Vice Chair Lyons asked if can we seek other department's help or find other resources for regional emergency planning, given the growing need and the original agreement that it would take a collaborative effort.

Mr. Heufelder suggested it may be helpful for Sean O'Brien to present an overview of the grant writing process. Mr. Heufelder pointed out the charge for regional emergency planning has evolved from a planning approach to an all hazards approach, which has been built up to full service. He noted that we help departments with FEMA reimbursements and our program is a model for the state. Vice Chair Lyons noted she has heard around the state that it is an excellent program and Chair Flynn noted that emergency shelters have been well used.

Commissioner Cakounes suggested looking to towns to seek some of the items needed, perhaps from trade areas found in local landfills. Next he referred to a new position for \$81,000 added last year for lab analysis and questioned if there has been an increase in revenue. Mr. Heufelder agreed and stated that the lab is on track to generate \$550k in revenue and that he is targeting \$600k, which would offset the cost of the position and added his plan is to have the lab aggressively market waste water services. There was discussion that the increase in budgeted lab supplies is directly tied to the projected revenue.

Commissioner Cakounes also asked whether or not a grant has been found for the medical reserve corp. position added last year to which Mr. Heufelder answered it is not in the budget since it is fully funded through a CDC grant and it was decided two part-time positions would be better, including a public health nurse and another position that is currently being filled. He questioned the future financing of the positions and whether or not the funds should be obtained through a CDC grant or identified as a key asset that does not depend on grant funds. Mr. Heufelder explained that these positions are medically-oriented positions that are used to staff the shelters. Further, he explained the median age at a shelter is approximately 82; therefore, there is a strong need for these medically-oriented positions given the shelter population median age and need for medication management.

Commissioner Cakounes asked about the oil tank removal fund to which Mr. Heufelder responded that it is currently in place using state environmental program funds, where we operate a 0% revolving loan program for oil tank removal with no cost to the County using the administrative support of the septic loan program.

Department of Facilities

Facilities Director Stephen Tebo presented the Department of Facilities FY17 budget starting with reference to the building needs committee report, which he stated has a great deal of information. A key element from the report he indicated was the discovery that the Registry of Deeds building rental space is not being properly reimbursed by the state and that we should have an increase in rental income back to this past July. As for the space left open in the Superior Court House from the

Cape Light Compact move, he indicated it is going to the state and that he is waiting for finalized numbers from DCAMM. Furthermore, he explained this area will generate additional rental income and provide coverage of operating costs to clean and maintain the Superior and Open Cape buildings. Mr. Tebo advised he is working with Finance Director Ms. McIsaac and County Administrator Michael Brillhart to review our current leases with DEP, CVEC and the four Pocasset houses.

Chair Flynn asked Mr. Tebo what items are not being funded and what needs to be funded. Mr. Tebo responded that the capital plan is hard to project given that we are waiting for the state master plan. For example, he spoke of the heating system that needs to be replaced; however, the item needs to wait until we know what the building needs will be going forward. Mr. Tebo also explained the parking lot falls under the same category, since we wouldn't want to invest \$700k for drainage and paving when the state's plan is still unknown. He advised he is hoping the state plan will be issued this year, as it has already been delayed since Oct and subsequently in January.

Chair Flynn asked Mr. Tebo what he would expect to see to which he responded that, at this time, there are a lot of ideas floating out there. He explained he is currently working with the state to fix the jail holding cell and that the County may be the general contractor for this project.

Chair Flynn asked Mr. Tebo when the state plans on moving into the vacated Cape Light Compact/CVEC space. Mr. Tebo responded that the state has been paying rent since July 2015 and that the state is waiting on the jail holding cell plans to figure out which state employees are going into which space.

Mr. Tebo explained he has included a reduction in electricity and fuel costs after he conducted an in-depth review of costs over the past three years, since he has been in the position.

Commissioner Cakounes referred to projecting salaries and overtime expenses to which Mr. Tebo explained he increased the standard \$2,000 overtime costs used in past years up to \$6,500 after averaging the past three years actual OT costs.

Next, Commissioner Cakounes referred to the \$20,000 in budgeted salaries for the Rt. 6 rest area and suggested the Commissioners should address the issue since it has been talked about for years.

Mr. Tebo indicated there has been an increase in costs over the past 10 years since the rest area remains open 4 months longer and explained that hiring a private firm to do the work would essentially double the cost. Mr. Tebo referred to the lease the County has with the state for the rest area to which Commissioner Cakounes questioned if the County should look at not renewing it. Mr. Tebo pointed out that in the past there has been public outcry when the County has considered closing the rest area. There was discussion that license plate funds cover these costs. He explained that the building requires a great deal of cleaning time and Bob Lawton also pointed out that the Yarmouth Chamber of Commerce has maintained the area in the past and that they still occupy one of the buildings where brochures are displayed.

Vice Chair Lyons questioned if there are other ways to deal with the issue, such as having the state bequeath the land to the

County with the idea of perhaps leasing it out to another business (food truck, donut shop). Mr. Tebo explained that under the current lease with the state, the County does not have the ability to sublet and that the County's liability insurance would have to be reviewed.

It was stated the area is open Memorial Day to Labor Day and that the rest area over the bridge has been closed.

Chair Flynn mentioned that in 2009 there was a meeting with all the concerned parties and that they could not find a solution.

There was discussion from all the commissioners that the topic should be reviewed as soon as possible in order to give the state time to deal with any changes.

Mr. Tebo talked about studying the number of people using the rest area and Chair Flynn pointed out it would also be helpful to understand why people stop and use the facility.

Vice Chair Lyons pointed out the rest area is the only convenient place on the east side of Route 6 from the bridge where restrooms are easily accessible.

Commissioner Cakounes stated he supports having the County get out of the rest area.

Commissioner Cakounes referred to the Assembly of Delegates and noted they took a tour of the County compound and have the ordinance related to the reconstruction of the jail for additional space. Commissioner Cakounes stated our tenant provides a large revenue source and provides reimbursement for a

large portion of our costs, which is in the best interest of County to support.

Mr. Tebo acknowledged the state has been requesting space for over a decade as their needs have doubled. Referring to the First District Building, he explained the state currently reimburses the County 86%, which will increase to 97% by moving the Assembly of Delegates out of the building. Furthermore, he suggested this move will save the County funds on future capital programs and also up to approximately \$100,000 in salary and retirement costs.

A member of the press in the audience asked if the 4th floor of the Registry of Deeds Building will be retroactively compensated by the state. Mr. Tebo answered that this issue will be addressed by Paul Niedzwiecki, Executive Director of the Cape Cod Commission. *(Refer to page 14 below where Mr. Tebo returns to the meeting and states that he misspoke when he said that Paul Niedzwiecki will be responsible for the Registry of Deeds reimbursement. He indicated both himself and the County Administrator are charged with working out the reimbursement.)*

Finance Department:

Finance Director Mary McIsaac and Interim Finance Director Bob Lawton presented the Finance Department FY17 budget. Ms. McIsaac indicated the finance budget has been reduced in its initial form by \$44,000, which is comprised of a reduction in salaries & benefits from a change in personnel and also a reduction in banking services expenses. She indicated the County has been working with new banking relationships. Overall, Ms. McIsaac explained the finance budget is straightforward with normal and

customary charges and pointed out there is a recurring expense of \$45,000 for MUNIS software maintenance.

Commissioner Cakounes asked what percent increase was used in the FY17 budget for retirement costs to which Ms. McIsaac responded that she is asking all departments to use the same 10% increase. She indicated she is currently working on actuals costs now that she has received the PERAC report. She spoke of the salary report which includes actual salaries as of Sept. 30th that is used in determining the assessment. She explained she will replace the forecasted 10% increase with an actual number. Addressing health insurance costs, Ms. McIsaac stated that she asked all departments to use a 10% increase for health insurance costs for now and indicated that she recently heard that the increase could be as high as 12-15 percent, which will be finalized in February. She confirmed the Finance Department has a budgeted reduction in insurance costs due to a change in insurance coverage that resulted from a personnel change.

Commissioner Cakounes asked if the FY16 retirement & settlement costs for the previous director are reflected in a salary line item and Ms. McIsaac confirmed it is not included in FY17. Next, Commissioner Cakounes questioned if the budget includes income related to the fiscal agent services provided to Cape Light Compact, to which Ms. McIsaac responded that the Finance Dept. has received income and is currently working with Cape & Vineyard Electric Cooperative (CVEC) to be reimbursed for services provided from this past July-December.

Commissioner Cakounes indicated the CVEC finance committee is looking at the topic of financial services and legal services.

Vice Chair Lyons asked about reducing group insurance costs globally and our options of reducing costs.

Commissioner Cakounes asked Ms. McIsaac if she has adequate staffing. Ms. McIsaac responded that her intent is to exam the duties of the County finance operations and that she has begun determining how much time is diverted to other areas. She noted it is important to review what has been done in the past and what we should be doing. Commissioner Cakounes stated more discussion is needed and if there is a decision to not remain fiscal agents that he wants to be careful and diligent with county funds and to the parties that have been using our services.

Department of Facilities

Mr. Tebo returned to the meeting and stated that he misspoke earlier when he said that Paul Niedzwiecki will be responsible for the Registry of Deeds state reimbursement. He indicated both himself and the County Administrator are charged with working out the reimbursement.

Finance Department: Shared Debt & Services

Ms. McIsaac presented the FY17 debt service budget (principal and interest) and noted level funding due to our examination of authorized & unissued debt and deficit spending going forward. She referred to a band issue of \$2.2M in June 2015 for funding of select authorizations voted in 2014/2015 and noted that these projects are being paid for and moving forward. She indicated the bond anticipation note matures on June 30, 2016 and that her intent is to roll it over another year, as provided under the law. In this case the County will be paying interest, and using some of the principal to pay down the band to a lesser amount.

She further indicated she plans to have a bond sale in May of 2017 and explained the reason for a delay and rollover is due to a portion of the capital items that are on hold pending DCAMM review. She stated she would like to have these all approved and rolled into the bond issue and be completed in terms of the process. She further explained that the bond sale process does not usually call for items that are not completed and that these items that are pending will only call for borrowing the difference between the cost and revenue.

Vice Chair Lyons asked Ms. McIsaac to expand on the bond sale process. Ms. McIsaac explained incurred debt is finalized in a bond sale. She expanded that the County has years of authorized expenditures for which we have not had a bond sale and that we are looking at the affordability. She explained the requirements of a bond sale includes putting together financials, a statement with history, structure & governance and also an opinion of bond counsel to clear the way for the bond sale. Last, she explained that a global site is used for the sale; therefore, future principal and interest payment schedules can differ depending on term limits of the authorizations of the winning bidder.

Chair Flynn asked if towns use this process to which Ms. McIsaac responded yes and also spoke of a refunding process, where you call some of the bonds or set up a fund to cover bonds that you are not able to call but have a savings. She further explained the purpose of refunding is to reissue debt at a lower rate, for example, the Town of Harwich had \$750k in savings out of \$8.5M using the refunding process. Ms. McIsaac indicated the County currently has no debt and that this current bond sale will have a very low rate and that she does not anticipate refunding.

Commissioner Cakounes referred to the recent ARC bond issue of \$250k and gave an example of using available funds to create a practice where we have a principal and interest line item or savings account for payments of bond issuing. Ms. McIsaac spoke of other issues such as retirement issues in towns, which given the economy, do not necessarily justify diverting funds to a savings accounts.

There was further discussion on the County not issuing bonding and the repercussions. Chair Flynn stated all towns need a debt plan to maintain projects and keep their infrastructure safe. Ms. McIsaac added that towns have exclusions and opportunities for financing that the County does not have. Commissioner Cakounes stated that towns pass debt costs on to taxpayers, which the County does not have the ability to utilize and that we need to be aware of debt payments when budgeting.

Next, Ms. McIsaac presented shared costs and noted she is looking forward to the future budgeting process and that she will begin reworking the process starting next year. She explained these costs are costs that are not necessarily identifiable to a certain department, such as county and sheriff retiree costs. Other than retirement, these costs include all property & casualty insurance, workers compensation insurance and unemployment, which she anticipates an increase of 10%. She further explained she is hopeful it will come in lower to mitigate any yearly increase, since Elaine Davis has reviewed the MIA insurance and updated our fixed asset schedule. Speaking about auditing services, Ms. McIsaac indicated level funding this year and that she has initiated an RFP process for a 3-year contract starting July 1, 2016 for auditing services since the County has used the same auditors for many years.

Chair Flynn asked for an explanation of the in-travel line item and why it is differentiated from each separate department's budget. Ms. McIsaac explained it is used for global items that may come up every 5 years, for example, having a new director that may need to attend a conference, which in total will cover any department with a shortfall. Vice Chair Lyons spoke of conferences attended by RDO and Beth Albert and that it may be helpful in the future for the Commissioners to attend a national government conference.

Chair Flynn asked how the county funds unemployment costs. Interim Director Bob Lawton explained there is a direct charge from the state which is on a reimbursable basis. Ms. McIsaac further explained there are 2 methods, one where the County can pay an assessment based on history or another where the County be charged when an event occurs. She acknowledged that most municipalities use the later method since it costs less.

Commissioner Cakounes asked if the County is reimbursed for auto insurance costs regarding Cape Light Compact to which Ms. McIsaac answered she believes the current calculation includes insurance costs.

Commissioner Cakounes requested a way to get information to see where these shared items expenditures have been to which Ms. McIsaac responded it can be reported.

County Dredge Services:

Chair Flynn announced this item has been moved to the Jan. 27th Commissioners Meeting.

III. General Business

There were no items discussed.

IV. New Business

There were no items discussed.

V. Commissioners Actions

1. Approved the regular session minutes of December 2, 2015.
Motion by Commissioner Cakounes, seconded by Vice Chair Lyons to approve regular session minutes of December 2, 2015. Approved 3-0-0.
2. Approved the executive session minutes of December 2, 2015.
Motion by Commissioner Cakounes, seconded by Vice Chair Lyons to approve executive session minutes of December 2, 2015. Approved 3-0-0.
3. Approved the regular session minutes of December 9, 2015.
Motion by Commissioner Cakounes, seconded by Vice Chair Lyons to approve regular session minutes of December 9, 2015. Approved 3-0-0.
4. To approve the regular session minutes of December 16, 2015. ***Tabled to next meeting.***
5. Summary of actions over \$25,000 (including prepayment and transfer requests, bid awards, contracts and contract amendments and new fund establishments).

Motion by Commissioner Cakounes, seconded by Vice Chair Lyons to move on the items listed in our summary of actions except item #10. Approved 3-0-0.

Summary of Actions Item #10 vote:

Motion by Commissioner Cakounes to approve & execute request from Barnstable County (Cape Cod Commission) to

establish a new fund in the amount of \$90,000 for Health Communities Grant Program funded by the Nature Conservancy and the US Environmental Protection Agency execution from January 12, 2015-August 31, 2017 as presented, seconded by Vice Chair Lyons. Approved 3-0-0.

Summary of Actions:

CONTRACTS

- 1) Execute Renewal of Contract between Barnstable County (Finance Department) and Robert Childs; PA Landers; Cape Cod Aggregates; PJ Keating; Aggregate Industries; Lawrence Lynch to Provide Roadway Materials to the Towns as per the terms of the contract for the period of April 1, 2016 – March 31, 2017.
- 2) Execute Renewal of Contract between Barnstable County (Finance Department) and RJ Gabriel; Premier Fence; GTruax; HI Way Safety; Lawrence Lynch Corp.; Bartlett Consolidated; Rafferty Fine Grading; DeLucca Fence; Markings to Provide Miscellaneous Public Works to the Towns as per the terms of the contract for the period of April 1, 2016 – March 31, 2017.
- 3) Execute Renewal of Contract between Barnstable County (Finance Department) and Cracksealing, Inc. & Sealcoating, Inc. to Provide Crack Fill items to the Towns as per the terms of the contract for the period of April 1, 2016 – March 31, 2017.
- 4) Execute the Amendment to the Contract between Barnstable County (Cape Cod Commission) and the US Department of the Interior – National Park Service in the amount of \$231,680.00 for the contract extension from December 30, 2015 to September 30, 2016.

PREPAY REQUESTS

- 5) Approve the prepayment request from Barnstable County (Human Services) in the amount of \$60,839.00 to the YMCA Cape Cod for monthly invoices for the Prevention and Wellness Trust Fund Grant for the period of January 2, 2016 – June 30, 2016.
- 6) Approve the prepayment request from Barnstable County (Human Services) in the amount of \$149,023.50 to Duffy Health Center for monthly invoices for the Prevention and Wellness Trust Fund Grant for the period of January 2, 2016 – June 30, 2016.
- 7) Approve the prepayment request from Barnstable County (Human Services) in the amount of \$131,464.00 to Harbor Health Services, Inc. for monthly invoices for the Prevention and Wellness Trust Fund Grant for the period of January 2, 2016 – June 30, 2016.
- 8) Approve the prepayment request from Barnstable County (Human Services) in the amount of \$120,725.00 to the Healthy Living Cape Cod Coalition for monthly invoices for the Prevention and Wellness Trust Fund Grant for the period of January 2, 2016 – June 30, 2016.
- 9) Approve the prepayment request from Barnstable County (Human Services) in the amount of \$196,963.50 to the Community Health Center of Cape Cod for monthly invoices for the Prevention and Wellness Trust Fund Grant for the period of January 2, 2016 – June 30, 2016.

NEW FUND ESTABLISHMENTS

- 10) Execute the Request from Barnstable County (Cape Cod Commission) to establish a New Fund in the amount of \$90,000.00 for the Healthy Communities Grant Program funded by the Nature

Conservancy and the US Environmental Protection Agency execution from January 12, 2015 – August 31, 2017.

BID AWARDS

- 11) Award Bid for Development of Watershed MVP version 3.0 to assist with the wastewater planning on Cape Cod to Blugear Labs, Inc. as the most advantageous bidder.

OTHER

- 12) Ratify the action taken by Michael Brillhart, County Administrator on December 29, 2015 to approve the transfer request from Barnstable County (Finance Department) in the amount of \$349,060.44 to Cape Cod Municipal Health Group for January 2016 Health Insurance.
- 13) Approve the use of County Complex Grounds for the Lee Mannillo Mother's Day 5K Run/Walk to Benefit Families and Children 2016 on May 8, 2016.
- 14) Execute Ordinance 15-12 as a Supplemental Appropriation from FY2015 General Fund/Statutory Reserve Account to the FY2016 General Fund/Finance Department (0011411) in the Amount of \$51,000.
- 15) Approve the request from Barnstable County (Department of Human Services Home Program) for the subordination of HOME DPCC mortgage in the amount of \$8050.00 for Dana M. Thatcher with a new mortgage amount of \$177,000.00.
 - a. Review of County Administrator Actions under \$25,000.00 (include Prepayment and Transfer requests, Bid Awards, Contracts and Contract Amendments, New Fund Establishments).

Commissioners Reports: none

County Administrator Notes:

County Administrator Michael Brillhart stated the Dredge Department budget review has been moved to January 27th and recommended the budget review schedule for February 10th be updated to allow for additional comments if necessary.

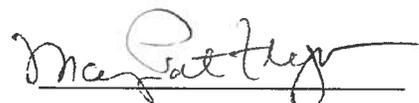
Motion by Commissioner Cakounes, seconded by Vice Chair Lyons to adjourn at 11:30a.m. Approved 3-0-0.

Respectfully submitted,
Michelle LaCasse - Finance Assistant

Attest:


County Clerk

The foregoing records have been read and approved.


Mary Pat Flynn
Chair


Sheila R. Lyons
Vice Chair


Leo Cakounes
Commissioner