

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Barnstable County Open Cape Building on the twenty-first day of January, A.D. 2015.

Board of the Barnstable County Commissioners:

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

Staff Present:

Michael Brillhart	County Administrator
Michelle LaCasse	Finance Assistant
Bob Lawton	Interim Finance Director
George Russell	On-call Director of Fire Training
Mark Foley	Deputy Director of Fire Training
William Clark	Director of Cooperative Extension
Michael Maguire	Deputy Director of Cooperative Extension
Andrew Gottlieb	Executive Director of Water Collaborative
Beth Albert	Director of Human Services
Steven Tebo	Director of Facilities
Paul Niedzwiecki	Executive Director of Cape Cod Commission
Kristy Senatori	Deputy Director, Cape Cod commission

Chair Lyons called the meeting to order at 9:33 a.m.

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

I. Public Comment

Thomas Ryan, President of the Cape Cod Council of Churches that heads up catholic social services with the Fall River Diocese passed out a flyer regarding Catholic Social Services workshops on immigration services. He explained that recently, after President Obama executive orders, there have been immigration lawyers approaching local immigrants offering immigration services for a \$600 fee. In response, Mr. Ryan indicated the diocese has had meetings designed to provide information on the subject. He announced a meeting scheduled for Jan. 27 at the Federated Church in Hyannis, which will be conducted in Portuguese, English and Spanish. Chair Lyons noted the AmeriCorps is helping with this subject.

Commissioner Cakounes arrived at 9:37am

There was no further public comment.

II. Budget Review Schedule - Cape Cod Water Protection Collaborative

The Cape Cod Water Protection Collaborative Fiscal Year 2016 Budget will be available on the County website meeting center as part of the minutes for this meeting.

Andrew Gottlieb, Executive Director of the Cape Cod Water Protection Collaborative reviewed the projected FY16 Cape Cod Water Protection Collaborative of \$502,000; including a new initiative of \$75,000 to increase the monitoring budget to cover the entire Cape.

Mr. Gottlieb explained two changes in the proposed budget. The first item he indicated is a non-substantive change to advertising funds

from 2009 that has been carried over year to year. Next, he reviewed an increase of \$75,000 in funding for a proposed expanded County role in monitoring the baseline stations that are currently monitored through a variety of contracts and funding. He explained the rationale is to do initial measures, assess the results and make changes accordingly. He reviewed state funding and a request to Governor Baker to include leverage funds to support this initiative, as the state has been a partner in process. He noted the \$75,000 increase is contingent on state funding and if the funding does not happen, then he would suggest not going forward with the change.

There was discussion of the FY15 original budget of \$427,000 and why only \$32,000 has been expended as of 12/31 to which Mr. Gottlieb answered that the funds are encumbered waiting for billing from Wellfleet and Falmouth.

Ron Beaty spoke of monitoring water bodies in Mashpee.

III. Budget Review Schedule - Cape Cod Cooperative Extension

The Cape Cod Cooperative Extension Fiscal Year 2016 Budget will be available on the County website meeting center as part of the minutes for this meeting.

Extension Director William Clark reviewed the projected FY16 Cooperative Extension of \$2,287,567 including new initiatives for 2 new hires and funds related to Aquaculture Research Corp (ARC). First, Mr. Clark explained the proposed budget includes \$250,000 for to aid in the purchase of a conservation & agricultural restriction on 40 acres in Dennis. He noted the shellfish hatchery supports approx. 1,400 jobs on the Cape and that all seeds are raised at ARC, which benefits the whole Cape. He suggested the County contribute

\$250k in conjunction with \$200,000 from the Town of Yarmouth, \$300,000 from the Town of Dennis and hopefully \$400,000 from the Dennis Land Trust, which is attempting to raise their funds. The purchase would restrict the 30 acres of the land in perpetuity for conservation use, while the other 10 acres would remain permitted for aquaculture use. Mr. Clark pointed out that the County would have say in conjunction with Dennis, Yarmouth, and the Dennis Land trust on land use.

Vice Chair Flynn asked who will own the land to which Mr. Clark replied the Town of Dennis will own the 29 acres and all the entities will own the restriction and the Town of Dennis will manage the land.

Commissioner Cakounes expressed his concern about lower revenue projections in the current FY15 budget and that he'd prefer to not fund expenditures that are not essential. Mr. Clark noted that the County would be contributing only \$250k out of the total \$3.0M.

Chair Lyons expanded on the multi-layered effect that ARC has on the 1,400 jobs and the industry, which is an estimated \$60 million industry. She pointed out the export business is countrywide and could be expanded with this initiative.

Vice Chair Flynn noted this commercial business is indigenous to Cape Cod and has grown and that we should to look at prioritizing funds and the benefits to the Cape, since all towns buy seed from ARC.

Commissioner Cakounes noted he has supported the project since inception, however he questioned when the votes would be coming from the towns and if the initiative is contingent on the votes.

Next, Mr. Clark introduced a new initiative for a Community Rating System Coordinator, who would be responsible for writing flood plans for all 15 cape towns. This effort is estimated to save around \$1.5M-\$2.0M to approximately 11,000 homeowners whose flood insurance premiums would be reduced, which equates to a 10%-15% reduction. Mr. Clark further explained there is a potential for a dramatic increase to the number of homes that will fall under new flood insurance regulations. He also indicated there is a Woods Hole Sea Grant for 2 years totaling \$29,340 per year.

Mike Maguire, Deputy Director, further explained that this position would work with each town to write a flood plan and then submit the reports to the federal flood insurance program. He suggested all the towns would welcome this regional coordinator. Mr. Clark noted he has an additional 3 existing grants that will further reduce the cost of the position.

Ron Beaty commented on a workshop on flood plain mapping and suggested there was serious interest since mapping is extremely complicated and the towns do not have the manpower to write the plans. He suggested this initiative would benefit all communities on the Cape.

Mike Maguire pointed out the majority of the homeowners impacted are those with average, small homes that need insurance given their mortgage requirements.

Commissioner Cakounes asked if this initiative could be carried out differently through an RFP with all the towns, similar to trash pickup services.

Last, Mr. Clark introduced an initiative for a Home Based Business Coordinator with a vision to have an advisory board working to help these home-based opportunities. Vice Chair Flynn mentioned this service is an economic development topic and suggested there could be funding available, perhaps with a grant to get the project going and move forward in a different format in the future.

There was discussion of an additional request for \$6,000 for marine engine.

IV. Budget Review Schedule - Fire and Rescue Training Academy

The Fire Rescue Training Academy Fiscal Year 2016 Budget will be available on the County website meeting center as part of the minutes for this meeting.

On-call Director of Fire Training George Russell and Mark Foley Deputy Director of Fire Academy reviewed the FY16 projected Fire and Rescue Training Academy budget of \$472,416. Mr. Russell noted the differences this year are capital needs going forward that were not budgeted last year. He noted there are minor changes in line items, and that overall it is a balanced budget. He noted that the academy is well-received and used by every fire department on Cape Cod as an intricate part of public safety.

Chair Lyons asked for projected income of the academy and Bob Lawton, Interim Finance Director said he is working on preparing it and that last year was \$175,000 and will use a \$175,000 projection again for FY16.

Chair Lyons left meeting room at 11:11am and returned at 11:12am.

There was discussion on the capital improvements listed and that the roof and HVAC are designated as Facilities Department projects. On a separate note, Chair Lyons indicated there may be a need to put a hold on activity in the building since there has been ongoing monitoring of the water quality. She indicated this subject needs further discussion at some point. There was discussion of adding tuition for Cape Towns for fire academy training and how it would be perceived by town to contribute in some way. Chair Lyons suggested having the Information Technology Department review the academy web site to ensure we are marketing services effectively. George Russell indicated there are contracts in place already for next year.

Commissioner Cakounes asked for clarification on capital items listed as parking lot paving, burn building repair, new copier, computer, and flashover prop. There was discussion that the building repairs are designated for the concrete building, which needs to have the internal wall replaced regularly. Since 1997, it was noted the building walls have been replaced twice and are due for repair, which would last 5-7 years with a hope of using newer technology to get a 10-year use.

Chair Lyons announced a recess at 11:30am and the Commissioners reconvened at 12:40pm.

V. Budget Review Schedule - Human Services

The Human Service Fiscal Year 2016 Budget will be available on the County website meeting center as part of the minutes for this meeting.

Human Services Director Beth Albert reviewed the proposed Human Services budget of \$613,922.63. She noted there are no significant

increases, only small increases due to retirement and step increases, which are offset by a reduction in group insurance use costs. Ms. Albert indicated an increase in professional technical services is offset by grant income and that the Shine program total costs of \$110,702 are offset by 2 shine grants totaling \$75,000. She also noted a reduction in internships, which are no longer needed.

Next, Ms. Albert provided an overview of income for the total department and grants by source, which total \$2.5M. There was discussion of recent OPED grant, which is a 5-year grant and allocated each year. Next she presented the Prevention and Wellness grant which allows for funds to be passed through the County to community health centers, the VNA and Elder Services, as we are designated the fiscal agent and have oversight of all the programs. Vice Chair Flynn asked if each grant includes administrative fees and the origination, federal or state funding. Ms. Albert indicated the Shine Program grant is a 3-year grant and that we are far exceeding the number of clients served.

Mr. John Ohman, Assembly of Delegates member, asked why group insurance costs are almost half of last year budget. Bob Lawton responded that the actual insurance use is down, as new employees did not use coverage.

Mr. Cakounes requested grants be broken down to show which funds remain at the county from those that are passed through the department. There was discussion of using contracted services vs. keeping job tasks in-house.

Next Ms. Albert reviewed a proposed new initiative request for a HOME program coordinator from the Cape Cod Commission to the Human Services budget. Vice Chair Flynn spoke of the current housing

issues in towns and using a regional approach since there are so many different entities, such as workforce, low income, rental, affordable, and section 8 housing issues. Interim Finance Director Bob Lawton noted the CCC proposed to transfer 40K to this position for administering the HOME Program and that the Commission will keep the balance to do the related statistical work. He noted is it very difficult to have the County oversee housing and perhaps the County could facilitate a forum to gather information from towns. Beth Albert explained the management of the grant is extensive and that this position would lead to better efficiency and serve a valuable service. Ms. Albert indicated she can only take on the tasks if the initiative is funded in the budget.

Commissioners took a brief recess at 1:40p.m. and reconvened at 1:47p.m.

VI. Discussion on the Faith Neighborhood Kitchen Project - Thomas Ryan, Cape Cod Council of Churches, Inc.

Rev. Judy McCullough, retired board member of the Cape Cod Council of Churches introduced herself and her husband Thomas and indicated she is the coordinator of the Faith Neighborhood Kitchen Project. She gave an overview of the program and noted that a temporary site for meal preparation was found at the Faith of Assembly God Church in Hyannis. Unfortunately, she explained there were licensing issues so the use of the kitchen at the church changed to a catering venue and in response local churches were recruited to take turns distributing meals. Rev. McCullough noted it takes 100 volunteers each month to provide meals, which results in more than 60,000 meals served in the Hyannis area to people who vary in age, ability and need. She noted all are welcome and that 200 meals are served each evening. Until now, the effort has been supported by donations plus a United Way

grant and by participating churches, which purchase the bulk of the food. On average, she estimated the cost to be \$350 for 200 meals daily. And that over \$121,000 has been provided to the community already. As of now, there is a need to upgrade the kitchen at the Faith Assembly to continue the service with a goal of upgrading to a meal prep site to accept bulk food. She explained the vision for initiating food prep training for the young and that there are grants from the CC Foundation and the Andrea Holden foundation available. Overall, she indicated there is a need for \$200,000 in cash, services and donated equipment and asked the County to contribute with a one-time grant of \$25,000. The Commissioners responded they would put her needs in a formal request and review it later during their budget review.

The Commissioners recessed for 20 minutes.

VII. Budget Review Schedule - Elder Services

The Elder Services Fiscal Year 2016 Budget will be available on the County website meeting center as part of the minutes for this meeting.

Elder Services, a private, non-profit, presented an explanation of its services and asked for continued funding of the Meals on Wheels program in the amount of \$80,000. Elder Services explained the federal nutrition program, specifically the meal delivery program and how people are qualified for the program, short-term or long-term. Most elderly in the program are receiving 3-5 meals a week. The program runs on hundreds of volunteers, who can apply for mileage reimbursement; however, it was noted that most volunteers do not request to be reimbursed. Elder Services indicated that the County currently funds 8% of the program and that towns are not federally

mandated to contribute. There was discussion of different towns and the contributions being made and that the program in running with a fiscal deficit.

VIII. Commissioners Actions

Vice Chair Flynn motioned to approve the Need Action Summary of Actions. Vice Chair Flynn withdrew her motion.

Motion by Vice Chair Flynn to approve summary removing Other Item # 4 pending further discussion, 2nd by Commissioners Cakounes. Motion amended by Commissioner Cakounes to also remove Other items #1 & 2 pending further explanation, 2nd by Vice Chair Flynn. Approved 3-0-0:

- 1) Executed a contract between Barnstable County and the Town of Harwich to perform all dredge-related work with the specifications, drawings, and plans for Wychmere Harbor Channel up to a maximum contract amount of \$35,000, or not to exceed 5,000 cubic yards of material, at the cost of \$7.00 per cubic yard.
- 2) Established a new fund for a grant received in the amount of \$1,494,638.30 from the Commonwealth of Massachusetts for the Department of Human Services implementation phase of prevention wellness trust fund.
- 3) Approved the appointments of the following three nominees to the AmeriCorps Cape Cod Advisory Board for a term January 1, 2015 - August 1, 2016:
 - Nina Coleman, Sandy Neck Park Manager
 - Nancy Church, School and Interpretive Programs Coordinator, Waquoit Bay National Estuarine Research Reserve
 - Joseph Daigle, Community Representative to the Advisory Board for AmeriCorps Cape Cod (ACC)

Motion by Commissioner Cakounes to amend Other Item #4 by removing line item 4 in its entirety and amend #3, inserting the following language (in red) after the vendor name and brief description of the contract, insert "the budget line items # which funds are expended from and if applicable, the board or committee vote to approve the expenditure or contract., 2nd by Vice Chair Flynn. Approved as amended 3-0-0:

- 1) Approved the 2015 Merit System for Management and Policy (MP) Employees.
- ~~2) Approve 18 days of vacation carry over to be used by June 30, 2015 for Mark Zielinski, Director of Finance.~~
- ~~3) Approve 12 days of vacation carry over to be used by June 30, 2015 for Maggie Downey, Cape Light Compact Administrator.~~
- 4) Approved revised needs action procedures dated January 21, 2015 pertaining to items greater than \$25,000.

Motion by Vice Chair Flynn to approve based on a six-month trial, motion was not seconded.

IX. Discussion of nominating a building needs assessment committee for campus planning.

Chair Lyons informed that there has been work done on this matter already. She mentioned the court system came to the County six years ago with their needs and at this time there is a small working group exploring options.

Commissioner Cakounes read a draft of a motion he put together, "I move that the County create a building needs assessment committee to evaluate the buildings, land, used and unused space, within the county complex. After said evaluation, the committee shall submit its recommendations to the County Commissioners as to its immediate needs for maintenance, improvements to existing structures, and major

construction of new buildings or remodeling of existing to meet the current needs and future needs. The committee shall consist of 5 members, consisting of but not limited to the following: 1 County Commissioner, 2 members of the Assembly of Delegates and 1 representative from the County court system. Term to expire on completion of report. Representation from the County Facilities Dept. shall be available for consulting as well as staff from the Cape Cod Commission for planning and zoning aide. The Committee shall complete its recommendations and submit to the County Commissioners on or before the first Wednesday in May 2015 their report. If anticipated design funds are recommended for creation of bid documents or conceptual drawings, the amount estimated shall be recommended to the County Commissioners prior to adoption of the FY16 budget."

There was discussion of different ideas on how many committee members could be established and the current building improvements that need to be addressed immediately.

Commissioner Cakounes revised his draft motion to read, "The committee shall consist of at least 5 members, consisting of but not limited to the following, 1 County Commissioner, 2 members of the Assembly of Delegates and 1 representative from the County court system."

Motion by Commissioner Cakounes to move his draft motion as amended, 2nd by Vice Chair Flynn. Approved 3-0-0.

X. Discussion on the parameters for nominating a selection committee for the County Administrator Recruitment.

Commissioner Cakounes suggested revising the document to read "may attach a resume" and to also add a deadline of Feb. 6th, which was changed to Feb 17th after discussion.

Vice Chair Flynn added the title should use the wording of search committee and be announced by a press release and also on the County web site. Chair Lyons suggested adding a time frame for information purposes for the candidates.

Motion by Commissioner Cakounes to move the nominating a selection committee for the County Administrator Recruitment as written and amended, 2nd by Vice Chair Flynn, approved 3-0-0.

Motion by Commissioner Cakounes to adjourn at 4:20p.m., 2nd by Vice Chair Flynn, approved 3-0-0.

Respectfully submitted,
Michelle LaCasse, Finance Assistant

Attest:


County Clerk

The foregoing records have been read and approved.


Sheila R. Lyons
Chair

Mary Pat Flynn
Vice-Chair



Leo Cakounes
Commissioner