

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Barnstable County Superior Courthouse Building on the seventh 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
Justyna Marczak	CC Administrative Assistant
Michelle LaCasse	Finance Assistant
Bob Lawton	Interim Finance Director
George Heufelder	Director of Health and Environment
Sean O'Brien	Emergency Response Coordinator /Deputy Director
Stephen Tebo	Director of Facilities

Chair Lyons called the meeting to order at 9:32 a.m.

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

I. Public Comment

There was no public comment.

II. Budget Review Schedule - Department of Health and Environment

The Department of Health and Environment Fiscal Year 2016 Budget will be available on the County website meeting center as part of the minutes for this meeting.

George Heufelder, Health and Environment Director, reviewed the projected FY16 health and environment budget of \$3,128,658, including new salary initiatives of \$77,452. He noted the FY15 budget items are nearing completion and that the FY16 budget is stable. He then reviewed the services provided to towns on the Cape. Next, Mr. Heufelder reviewed notable budget increases (see page 21), including the addition of a full-time laboratory assistant, increased contract nursing services for health screening clinics, additional support for B.C. Incident Management Team, and the addition of a part-time coordinator for the Medical Reserve Corp. These items are discussed further below.

First he explained the increase to the nursing contracts is for the nurses who are deployed all over the cape at food pantries and wellness fairs, with an emphasis on tick & lime disease, skin safety and increasing vaccines. On a separate note, Mr. Heufelder reviewed the budget for the septic area which is self-sustaining, with minor additions for including commercial loans and towns that connect to sewer. Next he reviewed the proposed new initiative to add a full-time laboratory analyst to the staff, given lab revenue has been turned away. He estimated that the increased revenue would offset the cost of the new lab analyst position.

Sean O'Brien, Emergency Response Coordinator/Deputy Director, reviewed the new initiative (see page 16) of \$18k to support members of the B.C. Incident Management Team who staff the Multi-Agency Coordination Center (MACC) during emergency events. He indicated there are grant funds available through declared events and that disaster aid reimbursement typically runs at 75 percent. There was discussion if the funds could be marked as revolving if not used. Mr. O'Brien noted that FEMA can take some time to reimburse, at times up to 2 years.

Mr. Heufelder reviewed the separate new initiative (see page 17) to support a part-time coordinator for the Medical Reserve Corp (MRC) in the amount of \$29,100. He indicated there is no funding at the moment, however, it is anticipated that there will be grant opportunities available. There was discussion on the timing of the state passing funding for the position. George proposed that the coordinator would be responsible for coordinating up to 300 volunteers to go out in field. Commissioner Cakounes indicated funds could also be used from contingency funds and asked if this position could be added to an existing position, or if it could be placed on hold until we hear from the state on funding. In response, Mr. Heufelder said that an option was reviewed to add the duties with the public nurse position; however, it was decided to keep the two positions separate. Last, Mr. Heufelder reviewed personnel staffing levels and indicated the capital improvement program is for small equipment replacement.

Registry of Deeds:

Vice Chair Flynn asked Interim Finance Director Bob Lawton to review Registry of Deeds revenue projections to which Mr. Lawton responded taxes are on target for the \$8 million plus; however, other deeds revenue will be down approximately \$700,000.

Out-of-State Travel:

Vice Chair Flynn suggested reviewing out-of-state travel for all departments.

III. Budget Review Schedule - Facilities Department

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

Facilities Director Stephen Tebo reviewed the facilities projected budget of \$2,924,526 which includes a new custodian position of \$14,754.73 and new capital improvements totaling \$619,500 as follows:

Registry of Deeds - window replacement	\$150,000
Registry of Deeds - epoxy coating	\$ 15,000
Second District Court - HVAC replacement	\$280,000
Children's Cove - addition	\$ 72,500
Children's Cove - security gate repair	\$ 12,000
Fire Academy - HVAC replacement	\$ 30,000
Fire Academy - New roof	<u>\$ 60,000</u>
Total requested capital improvements	<u>\$619,500</u>

Mr. Tebo spoke of the issues related to the budget including more urgent items that need to be addressed, such as roof of the Superior Court House building, which the County would receive a portion back from the state. Commissioner Cakounes asked if there are Community

Preservation Committee (CPC) funds available from the Town of Barnstable, since the court house is a registered historical building. Mr. Tebo responded he would look in to CPC funding and indicated there are no federal grants available at this time.

On a separate note, Commissioner Cakounes voiced his concern for the safety of those county employees and citizens who visit the county departments that are located in court buildings. Commissioner Cakounes suggested creating a county building committee to perform an in-depth review of the needs of the County in the complex buildings. Mr. Tebo mentioned this review would also need to include the needs of the state court system, as our tenants. He added that the state will also need to review any capital improvement program, given they will reimburse a portion of the funds.

Next, Mr. Tebo reviewed a request for a new full-time custodian position. With regard to the health lab, Mr. Tebo suggested installing a noise barrier around the lab air conditioning area to protect abutting neighbors. On a separate note, Mr. Tebo reviewed the zoning of the county complex and the need to address the residential/commercial zoning issues. He then reviewed the addition of a meeting room to the Children's Cove meeting room and needed gate repairs. He indicated that the cost of some items is lower since there is staff on hand with the necessary building licenses. Last, there was discussion of the vehicle management plan and the replacement fund.

IV. Budget Review Schedule - Finance Department/Shared Costs/Debt Service

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

Interim Finance Director Bob Lawton reviewed the projected finance budget of \$841,689, an increase over fiscal year 2015 original appropriation of \$769,849. He indicated slight increases are in employee step raises and also in retirement and health insurance plan rates, which are preliminary and should be finalized soon. There was discussion of the Cape Cod Municipal Health Group rates and retirement projections coming in lower than what is currently projected in the budget. There was further discussion of presenting the County budget in a different format with department totals and presenting revenue in a format that will highlight the net investment cost to be used for better decision making, as seen in the recent Microsoft software investment. There was also discussion of providing budget documents to the Assembly of Delegates and updating bonding.

V. Commissioners Actions

Motion made by Vice Chair Flynn to approve the following Summary of Actions, 2nd by Commissioner Cakounes. Motion was amended to include approval of contract items 1 & 2 only. Approved 3-0-0.

- 1) Executed the Cooperative Agreement Contract between Barnstable County and the Town of Mashpee to perform all dredge related work for the Approach Channel to Popponesset Bay up to a maximum contract amount of \$110,000 or not to exceed 10,000 cubic yards of material.
- 2) Executed a contract amendment between Barnstable County and Custom Container Solutions executed on Jan. 2, 2015 to include the purchase of closed top compaction containers from the Town of Barnstable pending a purchase order from the town.
- ~~3) Execute the Subordination of Mortgage from The Resource Inc. for Community and Economic Development pertaining to the rental development located at 20 Shore Street, Falmouth, MA.~~

~~4) Execute the Affordable Housing Restriction for property located at 820 Harwich Road, Brewster, MA per Maplewood at Brewster (formerly MP Renaissance) Development of Regional Impact decision dated August 2, 2012.~~

OTHER ITEMS

1. Approved the internal request from the Lee Mannillo 5K Fun Run Committee to use the County Parking Lot on Sunday, May 10, 2015 from 6:00a.m.-1:00p.m. to hold the Lee Mannillo 5K Fun Run.
2. Executed a letter to Governor-elect Charlie Baker congratulating him on his recent victory and requesting the opportunity to discuss pressing economic, social and environmental needs facing Barnstable County.

Motion made by Commissioner Cakounes to not vote on approval of contract items 3 & 4 until further information is gathered, 2nd by Vice Chair Flynn, approved 3-0-0. (Action taken later below)

Motion made by Commissioner Cakounes to approve execution of letter to Governor-elect Charlie Baker as written, 2nd by Vice Chair Flynn, approved 3-0-0.

There was discussion of the Lee Mannillo 5k Run request to use the County parking lot for the event scheduled on Mother's Day.

Motion made by Commissioner Cakounes to approve the request titled Other #1 upon the group fulfilling the County's insurance requirement and providing a contact person, 2nd vice Chair Flynn, approved 3-0-0.

Chair Lyons called a recess at 11:44a.m. and reconvened at 1:03p.m.

Meeting reconvened at 1:03 p.m. at which time Commissioner Cakounes reported that he got the further information needed on the remaining contract items #3 & #4.

Commissioner Cakounes reported that the "subordination of mortgage" requested in #3 was a common practice with lending of funds through the Home Consortium Program. And the Restrictions under #4 were consistent with a DRI under the Cape Cod Commission.

Motion by Commissioner Cakounes to approve Contract items 3 & 4 from the Summary of Actions, 2nd by Commissioner Flynn, approved 3-0-0.

V. Commissioners Actions (con't)

CONTRACTS

3.) Executed the Subordination of Mortgage from The Resource Inc. for Community and Economic Development pertaining to the rental development located at 20 Shore Street, Falmouth, MA.

4.) Executed the Affordable Housing Restriction for property located at 820 Harwich Road, Brewster, MA per Maplewood at Brewster,

Motion made by Commissioner Flynn to enter into Executive Session under M.G.L., Chapter 30A, Section 21(A), (3) to discuss strategy with respect to collective bargaining or litigation if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; and not to reconvene in open session, 2nd by Commissioner Cakounes, approved 3-0-0 by roll call vote:

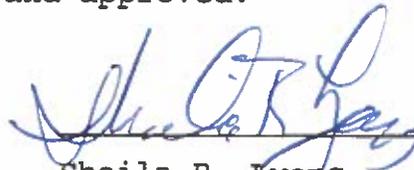
Chair Lyons	Aye
Vice Chair Flynn	Aye
Commissioner Cakounes	Aye

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