

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Superior Courthouse Building on the Fourth day of November, A.D. 2015.

**Board of the Barnstable County Commissioners:**

Mary Pat Flynn	Present
Sheila Lyons	Present
Leo Cakounes	Present

**Staff Present:**

Michael Brillhart	County Administrator
Bob Lawton	Finance Department
Mary McIsaac	Barnstable County Finance Director / Treasurer
Alisa Lucas-McLaughlin	Administrative Assistant
Bob Lawton	County Finance
Janice O'Connell	County Clerk
Sean O'Brien	Environmental Specialist/Emergency Preparedness Coordinator
Keri Peters	IT Administrative Fiscal Manager
Beth Albert	Director, Human Services
Bill Clark	Director, Cape Cod Cooperative Extension
Abigail Archer	Marine Resource Specialist
Bobbi Moritz	Resource Development Officer
Fran Weidman-Dahl	Resource Development Officer

**List of Documents:**

- Proposed Ordinance 15-\_\_ to Rescind Authorized and Unissued Barnstable County Debt in the Amount of \$ 402,805.00. This document is available on Barnstable County Meeting Center Web Page.

- Barnstable County Budget Guidance FY17 Document. This document is available on Barnstable County Meeting Center Web Page.
- Proposed Dredge Agreement Between Barnstable County and the Town of Marshfield. This document is available on Barnstable County Meeting Center Web Page.
- County Administrator Actions dated October 23rd, 2015 – October 29, 2015. This document is available on Barnstable County Meeting Center Web Page.

**Commissioner Lyons called the meeting to order at 11:34 p.m.**

**I. FY2017 Budget Workshop – Mary McIsaac, Finance Director / Treasurer**

Commissioner Lyons opened the meeting and then handed it over to Mary McIsaac, Finance Director / Treasurer.

Ms. McIsaac gave an explanation for the process and the timeline that finance follows regarding Barnstable County’s budget.

Ms. McIsaac then read Barnstable County’s Mission Statement which is to Promote and sustain a pro-active government that enhances the quality of life for the citizens of Barnstable County.

Ms. McIsaac highlighted the strategic priorities from Barnstable County’s Strategic Plan 2014-2018.

- 3.1 Leadership and Financial Stability
- 3.2 Environmental Protection
- 3.3 Increased Energy Self-Sufficiency
- 3.4 Safe and Healthy Population
- 3.5 Economic Opportunity
- 3.6 Public Safety and Emergency Preparedness
- 3.7 Cost Effective Regional Services

Following the Strategic Plan was the Budget Calendar.

**BARNSTABLE COUNTY**

**BUDGET PROCESS FISCAL YEAR 2017**

November 3, 2015                    DISTRIBUTION OF BUDGET REQUEST PACKAGE.

Nov. 3 – Dec. 11, 2015            FINANCE DEPARTMENT AVAILABLE TO ASSIST WITH

	BUDGET REQUEST QUESTIONS / ISSUES.
December 11, 2015	BUDGET REQUEST PACKAGES DUE FROM DEPARTMENTS (INCLUDING LINE ITEM REQUESTS, CAPITAL IMPROVEMENT REQUESTS, NEW INITIATIVE REQUESTS AND ALL REQUIRED DOCUMENTATION).
Dec. 11 – Dec. 31, 2015	COMPILATION OF REQUESTED BUDGET BY FINANCE.
January 2016	BUDGET REVIEW BY COMMISSIONERS. INDIVIDUAL MEETINGS WITH DEPARTMENTS.
January – February 2016	DEVELOPMENT OF PROPOSED BUDGET DOCUMENT.
February 17, 2016	SUBMISSION OF PROPOSED BUDGET TO ASSEMBLY OF DELEGATES.
March – April 2016	REVIEW OF PROPOSED CAPITAL AND OPERATING BUDGETS BY ASSEMBLY OF DELEGATES STANDING COMMITTEE OF FINANCE AND OTHER ASSEMBLY COMMITTEES.
April 2016	ASSEMBLY OF DELEGATES STANDING COMMITTEE ON FINANCE CONDUCTS PUBLIC HEARING IN PROPOSED BUDGET.
May 2016	ASSEMBLY OF DELEGATES VOTES ON FINAL VERSION OF FISCAL YEAR 2017 OPERATING AND CAPITAL BUDGET.

Ms. McIsaac explained that a budget package would be delivered to the Department Heads with a new IT Form which will help streamline the process by integrating seamlessly with MUNIS. She also stated that new initiatives would require thorough and sound reasoning to when determining approval, as budgets would be reined in and necessity driven.

Ms. McIsaac discussed with the Commissioners the need to look for additional revenue sources due to larger expense items that may be coming forward such as possible increase in health insurance and monitoring the water quality at the Fire Rescue Training Academy as well as the expected retirement and debt expenses.

It was also discussed how increasing the deeds tax in various incremental percentages would affect the County's revenue stream. Ms. McIsaac stated she would need to do some research to determine the financial outcome of such an increase.

Ms. McIsaac ended with a discussion regarding Fund Balance Reserves, stating the County's goal is to balance the budget without the use of Reserves.

*Motion made by Commissioner Cakounes to recess at 12:45 and reconvene at 1:00, 2<sup>nd</sup> by Commissioner Lyons, approved vote 3-0-0.*

**The meeting was reconvened at 1:06 P.M. and the Commissioners recited the Pledge of Allegiance followed by a Moment of Silence.**

**Public Comment:**

Bill Clark, Director of the Cape Cod Cooperative Extension presented to the Commissioners with the news that the Cape Cod Cooperative Extension was awarded a grant from the EPA in the amount of \$66,468.00. The grant, written by Abigail Archer and Bobbi Moritz as well as other marine staff is for the evaluation of Nitrogen in storm water.

**II. Proclamation on the Retirement of Mark Foley, Deputy Director, from the Fire Rescue Training Academy.**

Sean O'Brien spoke about Mark Foley and his involvement in the regionalization of Emergency Management as well as the formation of the Incident Management Team.

*Motion made by Commissioner Cakounes to execute and present the Proclamation on the Retirement of Mark Foley as presented, 2<sup>nd</sup> by Commissioner Flynn, approved vote 3-0-0.*

**III. Presentation on the 2015 Barnstable County Annual report – Angela Hurwitz, IT Department.**

Angela Hurwitz discussed the Annual Report for Barnstable County. She highlighted the reports over the last three years and how they have grown into the report before the Commissioners today. She explained that the process has become very streamlined and succinct which helps the County and all of its departments showcase the best and most crucial information they want to share.

Ms. Hurwitz would love to see the Annual Report get utilized by the departments as a marketing tool to help get the County's brand out to the public.

Lastly she was thrilled to have the opportunity to include the dedication to long-time County Treasurer and recently retired Mark Zielinski.

The Commissioners commented on some of Ms. Hurwitz's suggestions for additions to the Annual Report in the future stating that a directory was a great idea, as was a more significant foreword detailing more about the County.

**IV. Proposed Ordinance 15-\_\_ to Rescind Authorized and Unissued Barnstable County Debt in the Amount of \$402,805.00 – Finance Department.**

Bob Lawton explained that this ordinance is the second phase of two ordinances that were reviewed from FY95 – FY13 where the authorized amount and the expended amount were examined and the difference between the two determined. This proposed ordinance is asking to rescind the unexpended authorized amount which was determined to be \$402,805.00. The rescindment of this amount, Mr. Lawton continued, will also help with the County's bond rating as it cleans up the books. He then confirmed that is it not bringing in money or taking away money, it is simply rescinding portions of expended authorized funds that were never used in their entirety.

*Motion made by Commissioner Cakounes to approve and forward to the Assembly of Delegates proposed Ordinance 15-\_\_ (to be numbered) an authorization to rescind unissued Barnstable County Debt in the amount of \$402,805.00 as presented, 2<sup>nd</sup> by Commissioner Flynn, approved vote 3-0-0.*

**V. Discussion and Determination on how to proceed with the FY 2016 Bond Expenditures in the Amount of \$250,000.00 Specific to the County Complex – Commissioner Cakounes.**

This item was not ready for discussion and Commissioner Cakounes asked to not have any action taken.

**VI. Proposed Dredge Agreement Between Barnstable County and the Town of Marshfield.**

Michael Brillhart explained that the Dredge Superintendent worked with the Barnstable Harbor Master and Town Manager on finalizing the agreement and County Counsel has reviewed it as well.

*Motion made by Commissioner Cakounes to approve and execute the proposed Dredge agreement between Barnstable County and the Town of Marshfield as presented and forward to the Town of Marshfield for their approval, 2<sup>nd</sup> by Commissioner Flynn, approved vote 3-0-0.*

**VII. Proposed Contract Extension for the Interim Finance Director.**

Commissioner Cakounes explained the change to the “notice to vacate” is due to Mr. Lawton no longer being the Finance Director and only working one day a week and to ask him to give 30 days doesn’t make sense. Mr. Lawton was in agreement.

*Motion made by Commissioner Cakounes to approve and execute the proposed Employment Agreement as presented with the following amendment: Section 6, last paragraph to reflect the employee must give seven (7) days’ notice to vacate his current position, 2<sup>nd</sup> by Commissioner Flynn, approved vote 3-0-0.*

**VIII. Proposed Contract Extension for the Interim County Administrator.**

This item was deemed unnecessary due to the original contract’s wording stating the Interim County Administrator would remain in the County Administrator role until the expiration of the contract or a new County Administrator is hired. As no County Administrator has been hired, the contract, as it currently stands, allows for the Interim to remain until such time that a permanent County Administrator is hired.

**IX. New Business**

Commissioner Lyons received a letter from Janice King and Chief Maruca of the West Barnstable Fire Department regarding the outstanding conduct of several of the AmeriCorps members during a weekend Halloween Safety event hosted by the West Barnstable Fire Department.

Commissioner Lyons also received a letter for a request for a proclamation to support School Choice. She informed her fellow commissioners she would forward them the letter and that it would be placed on the agenda for another date to determine what action they would take.

Commissioner Cakounes commented on the letter that the commissioners received from Joe Berlandi, President of the Barnstable Village Association thanking them for the use of the County Grounds for the 1<sup>st</sup> Annual Halloween Stroll. Commissioner Cakounes stated that it was nice to receive the thank you and that he appreciated the gesture.

#### **X. Commissioners' Actions**

- **Vote to Approve Minutes of October 14, 2015 Regular Session.**

*Motion made by Commissioner Flynn to Approve the Minutes of October 14, 2015 Regular Session, 2<sup>nd</sup> by Commissioner Cakounes, approved vote 3-0-0.*

- **Vote to Approve the Summary of Actions over \$25,000.00 (including prepayment and transfer requests, bid awards, contract and contract amendments, new fund establishments).**

*Motion made by Commissioner Flynn to approve the following Summary of Actions, 2<sup>nd</sup> by Commissioner Cakounes, approved vote 3-0-0.*

- 1) Executed Agreement Amendment between Barnstable County (Cape Cod Commission) and the Association to Preserve Cape Code in the amount of \$92,500.00 (original contract amount) to extend the deadline to March 31, 2016 for the US Geological Survey Investigation of Sea-level Rise on Cape Cod.
- 2) Approved the request from Barnstable County (Department of Human Services) to Re-appoint Charleen Greenhalgh to the Barnstable County HOME Consortium for the At-Large seat, execution through January 31, 2016.
- 3) Ratified the action taken by County Administrator, Michael Brillhart on October 29, 2015 authorizing the Transfer request from Barnstable County (Finance Department) in the amount of \$349,771.08 to Cape Cod Municipal Health Group for County Health Insurance for November 2015.
- 4) Ratified the action taken by County Administrator, Michael Brillhart on September 25, 2015 authorizing the Contract Amendment between Barnstable County (Cape Cod Commission) and Sycamore Advisors, LLC in the amount of \$33,800.00 (original contract amount) extending the contract deadline through February 29, 2016

- 5) Approved the request from Barnstable County (Cape Cod Commission) to solicit a RFP with Potential Contract Terms of More Than Three Years for a joint project between the Cape Cod Commission's Strategic Information Office and the IT Department to provide Shared Voice Telecommunication Services with the Towns.

**CHAIR ONLY**

- 6) Executed Certificate for Dissolving Betterments for David C. Caron and Jennifer B. Caron, Trustees, Caron Family Trust.
  - 7) Executed Certificate for Dissolving Betterments for Paula J. Kettell.
- **Review of County Administrator Actions under \$25,000.00 (including personnel actions, out-of-state travel, prepayment and transfer requests).**

No review needed, as there were no inquiries for explanation on the County Administrator Actions.

**XI. Commissioners Reports**

Commission Flynn stated that although she wanted to attend the Halloween Stroll, she instead attended services for Jim Clark, who was a very active and generous patron of Cape Cod.

**IX. County Administrator Reports**

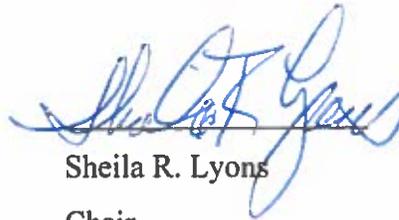
- No Administrators Report

*Barnstable, ss. At 1:46 p.m. on this fourth day of November, A.D. 2015, Commissioner Cakounes made a motion to adjourn, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0.*

Attest:

  
County Clerk

The foregoing records have been read and approved.



Sheila R. Lyons

Chair



Mary Pat Flynn

Vice-Chair



Leo Cakounes

Commissioner