

**BARNSTABLE COUNTY ASSEMBLY OF DELEGATES**  
**Standing Committee on Natural Resources**  
**Minutes**  
**February 22, 2017**

The Standing Committee on Natural Resources met to review the 2018 proposed budgets of the Cape Cod Commission, Health & Environment, and the Cooperative Extension. In addition, the Committee also reviewed the budget request of the Cape Cod Water Protection Collaborative that was not submitted to the Assembly by the Commissioners. The Committee met on February 22, 2017, beginning at 1:05 p.m.

Committee members present: Chairman Brian O'Malley, Lilli-Ann Green, Christopher Kanaga, Edward McManus and Linda Zuern. Alternate member present: Edward Lewis.

Chair Brian O'Malley opened the committee meeting and established the format to be followed. Ten minutes would be allowed for department presentations, fifteen minutes allowed for committee member questions and three minutes allowed for each public comment.

**1:00 PM: Cape Cod Commission**

Present from the Cape Cod Commission: Executive Director Paul Niedzwiecki, Deputy Director Kristy Senatori and Finance Officer Gail Coyne.

**Background Information:**

- Budget has increased 0.7% over FY17; wages and benefits are approximately 80% of the budget.
- Increases reflect need to purchase new copier and plotter.
- 208 Program winding down but there was no build-up of staff which helped keep staffing costs level.
- Reference materials were provided to the committee: Revenue/Expenditure/Fund Balance Report for FYE 6/30/16 and FY18 Status of Revenue Growth Report
- Staff is not hired if not sustainable and grants applied for reflect the core mission of the CCC.
- The Joint Initiatives Program was anticipated but the Commissioners are making changes to that particular line item (which was run for the past five years). Eventually, operations for that particular line item will be transferred over to the County.
- License Plate Revenue (\$400,000) was used to support the Reset Program. A portion of the License Plate revenue was removed from the budget and will be appropriated separately by the Commissioners.
- The budget submitted by the Commissioners was the budget submitted by the CCC. The only changes were to the revenue side.

**Committee Inquiry:**

- Questions asked related to grant sources and county revenue. No revenue or money coming from County.
- COLA for FY18 budgeted at 2%.

- CCC anticipates a disbursement from the County for License Plate money of approximately \$245,000. Preference may be to have this budgeted within the CCC versus as an anticipated disbursement from the County.
- The CCC offers administrative support to the Cape Cod Water Protection Collaborative and the EDC. If the CCC is no longer associated with these efforts support will no longer be provided.
- Expect to see regulatory fees decrease over time based on changes to the structure. Staff in the regulatory division has decreased over the past 10 years – more planning versus regulatory.
- No specific plan, formula or process has come forward regarding the awarding of grants from the County

Other:

- EDC funds are under the control of the County Commissioners and not the Assembly.

**Motion made by Linda Zuern, and was seconded, to forward the Cape Cod Commission FY18 proposed budget, as submitted, to the Finance Committee. 3-2-0. Edward McManus and Lilli-Ann Green voted no.**

**1:45 PM: Health & Environment**

Present from the Health & Environment Department: Interim Director Sean O'Brien and Test Center Director George Heufelder.

Background Information:

- Reference materials were provided to the committee: Personnel Schedule, Department Highlights and department revenues projected for FY18.
- Staffing has remained stable.
- 58% increase in admin budget reflecting a placeholder for the director's position within the budget.
- Reduction in line items for emergency planning due to move of Emergency Planning Director over to admin – about a 35% reduction.
- Increase in Health and Environmental budget due to relocation of Director from admin to Environmental budget.
- \$70,000 increase in budget for the Cape Cod Water Protection Collaborative.
- Minor increases in lab budget – supply related.
- Department revenues anticipated to increase to \$600,073.
- Equipment lines have increased.
- \$720,000 grant received (SNEP) for test center and alternatives. Others are anticipated from the EPA.

Committee Inquiry:

- Budget salary line increases reflect a contingency for a director's position and \$70,000 for the CCWPC position.
- Contractual increases account for laboratory equipment service maintenance contracts that are necessary for operations and revenue stability.

- Potential impact on department due to proposed changes to CCWPC and could result in the CCWPC missing robust administrative support. Department can and would need to adjust. Presume administrative support would be needed but discussions have not yet taken place.
- CCWPC could be a good fit in the Health Department.
- Health Department has no regulatory authority or oversight over the 208 Program.
- Several line items are reflect technical corrections and utility usage for the department

Other:

- \$70,000 item in budget for CCWPC could be used for a County position.
- Provincetown Center for Coastal Study might be a bidder on the monitoring contract and under the proposal could involve the use of a piece of lab equipment.
- Difficult to make a decision on the budget when there are still questions surrounding the CCWPC and County authority to make changes as previously established by ordinance.

**Motion made by Linda Zuern to forward the Health & Environment FY18 proposed budget, as submitted, to the Finance Committee. No second received.**

**Motion made by Edward McManus, and was seconded, to table action on the Health & Environment FY18 proposed budget, as submitted, until clarifications can be obtained regarding the Cape Cod Water Protection Collaborative structure. 5-0-0.**

**2:30 PM: Cape Cod Water Protection Collaborative**

Present on behalf of County Administration and the Cape Cod Water Protection Collaborative: County Administrator Jack Yunits and CCWPC Governing Board Chairman Sims McGrath.

*Committee Member Edward McManus left the meeting and was replaced by Alternate Committee Member Edward Lewis.*

Background Information:

- There is currently no Executive Director in place.
- The CCWPC is an independent body and operates with a great deal of agility.
- Work and responsibilities of the CCWPC reviewed with examples cited.
- Administrative Support from the Health Department will be narrow to the waste water question.
- The Ordinance created by the Assembly for the CCWPC (05-22) does not neatly fit under any County department.
- Managing the mission of the CCWPC is not something that can be done by volunteers. A salary for an Executive Director is appropriate.
- Continuity in effort is necessary to maintain funding.
- Although the CCWPC may continue to exist, if defunded it becomes difficult to pursue its mission.
- The CCWPC is the essence of regional cooperation and a lot is done without much.

- County trying to figure out where to go into the future and what the funding commitment will be.
- The County is committed to continuing the monitoring.

Committee Inquiry:

- Unclear how the CCWPC can function without an Executive Director.
- Many towns support the CCWPC and are doing a good job.
- Current structure is good for the County and is a bargain.
- Money coming from the state (\$250,000) needs to be carefully tracked so the County can receive the match.
- In the past the CCWPC had some problems.
- Ordinance possibly needs to be amended.

Other:

- Preamble of the Charter speaks to addressing regional issues. The CCWPC was established to have a regional approach to waste water and is very effective.

**Motion made by Edward Lewis, and seconded, to approve and recommend to the Finance Committee, the reviewed FY18 budget of \$502,000 into Cape Cod Water Protection Collaborative. 4-1-0. Linda Zuern voted no.**

**3:15 PM: Cooperative Extension**

Present from the Cooperative Extension: Director Michael Maguire and Deputy Director Diane Murphy.

Background Information:

- FY18 line items are level funded with the exception of salary and fringe benefit account lines.
- Reference materials were provided to the committee: Personnel Schedule and Salary Breakout for FY18.
- Salaries for FY18 are increasing over FY17 by approximately \$10,582 or 1%. An unfilled part-time admin position was not filled and grant funding was received that helped reduce the salary request.
- Utility line in budget now exists.
- Retirement and group insurance increased. Group health insurance increased by 12% for the County.
- Buy Fresh Buy Local (\$10,000) was eliminated in the Cooperative Extension budget in anticipation that it could be funded through the Commissioners new proposed grant pool. The program is an economic development driver and benefits many.
- No capital requests for FY18.
- Ongoing shellfish propagation program is vital for the towns and one of the most popular programs.

Committee Inquiry:

- Unknown how many or what specific grants will be funded through the Commissioners new grant pool in FY18.

**Motion made by Edward Lewis to forward the Cooperative Extension FY18 proposed budget, as submitted, to the Finance Committee.**

**Lilli-Ann Green asked to amend the motion, and seconded, to add \$10,000 for the Buy Fresh Buy Local Program to the Cooperative Extensions proposed budget for FY18, and recommend the amended amount to the Finance Committee. 4-1-0. Linda Zuern voted no.**

Motion to adjourn the meeting was unanimous.  
The meeting adjourned at 3:50 p.m.

Submitted by:  
Janice O'Connell, Clerk  
Assembly of Delegates