

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in the Superior Court House, Rooms 11&12 on the twenty-seventh day of January, A.D. 2016.

Board of the Barnstable County Commissioners:

Mary Pat Flynn	Present
Sheila Lyons	Not Present
Leo Cakounes	Present

Staff Present:

Michael Brillhart	County Administrator
Michelle LaCasse	Finance Assistant
Stacy Gallagher	Director of Children's Cove
Wayne Jaedtke	Dredge Superintendent
Bob Lawton	Interim Finance Director
Mary McIsaac	Director of Finance
Elenita Muniz	Human Rights Commission Coordinator

List of Documents:

- Agenda for the January 27, 2016 meeting
- Children's Cove Budget
- County Commissioners Office Budget
- County Commissioners' Personnel Schedule
- Human Rights Commission Budget
- Proposed Dredge Budget
- Proposed Resolution 16-__ (for the Resource Development Office Budget Transfer)
- Nexamp Contract with CVEC
- Weekly Actions Taken by the County Administrator for the period of January 15 - 22, 2016

Commissioner Flynn called the meeting to order at 10:05 AM.

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

Public Comment:

Chair Flynn asked for public comment to any item that is not on the agenda to which there was none. She also announced that Commissioner Lyons is not feeling well and may participate remotely if she is feeling better.

Chair Flynn announced the agenda today includes budget review of the Children's Cove, County Commissioners Office, Human Rights Commission, County Dredge Department and general budget discussion.

1. Budget Review Schedule

a. Children's Cove

Stacy Gallagher, Executive Director of the Children's Cove, highlighted the agency noting it is a necessary service that has been operating for the past 18 years providing child forensic interviews & mental health referrals, medical services, victim advocacy, training & outreach all as a nationally accredited agency by the National Children's Alliance. She indicated last year a new mental health coordinator and a new family advocate were brought on, both with extensive backgrounds in the field. Next she spoke of the expanded trauma informed behavior network, with 3 trainings to include 80 clinical professionals and the creation of the first child exploitation and trafficking task force on the Cape with 60 advisory members. Referring to the 16th annual conference, Ms. Gallagher noted that 250 professionals attended and that the agency has been the first to be recognized for its child abuse curriculum. She advised that the curriculum will be used across the state, with collaboration across the state, which is a huge accomplishment for the agency. Last she spoke of the adding a national outcome measurements system, like other advocacy centers, which will allow for evaluation and improvement of services in the future.

Chair Flynn asked Ms. Gallagher to expand on the evaluation measurement system. Ms. Gallagher explained the web based system has a nationally recognized list of questions and best timing practices to report on which will be more effective. Overall it will rate as an agency how we are doing. Further she noted the state of MA came on board last year to use these services.

Moving to the budget, Ms. Gallagher noted the budget will increase automatically due to increases in retirement and insurance, which finance will present in the final budget. Going through the budget line by line, she spoke of misc. contractual items Grouper Design of \$55,000 and TIPNet (Trauma Informed Provider Network) of \$20,000.

Commissioner Cakounes asked if there is a possibility for cutting some of these funds and increasing grant funds. Ms. Gallagher answered that the best way to get awareness out to the community is through Grouper Design and then spoke of fundraising measures.

Chair Flynn spoke of the bottom line to which Stacy said about \$65k will be added to the bottom line most likely when final retirement and insurance figures come in. Commissioner Cakounes

noted salaries have gone down to which Stacy noted the new staff hired this year has been at a lower rate.

Ms. Gallagher moved on to grant revenues noting there has been confusion in the past of how it has been reported so she changed how it is reflected in budget. She indicated the agency is always working to increase grant funds, noting the DCF figure of \$140,000 is always in question and that she is meeting with the delegation in the next few weeks. Therefore, she explained she used figures from the last 2 years in this projected budget and that this grant is already up to the highest amount possible. Last, it was noted the SAIN grant of \$81,267 specifically covers the forensic interviewer position and there was general discussion of the 6 positions in the agency. It was pointed out that county funds cover travel, operations and salaries not provided in grants.

Commissioner Cakounes asked under misc. contractual services if the grant amount of \$30,000 is reflected in the \$35,000 in radio ads to which Stacy said it is not and that the agency is always writing grants for ad campaigns. There was discussion of how much of the bottom line is sustained by grants.

The Children's cove operating budget material included the following breakdown:

County Contribution	\$518,601
Grants	57,000
Fundraising	55,190
State Contribution	235,400
<u>In Kind Services</u>	<u>79,581</u>
<u>Total Cove Budget</u>	<u>\$945,772</u>

Ms. Gallagher spoke of In-Kind services and that the Cove is working on funding with the delegation. She indicated there is a slide presentation in the packet that shows a model for the impact/costs of child advocacy at \$210,000 on average to treat an individual, on a nationwide basis. She further explained that catching individuals at an early stage helps stop many future issues/costs such as homelessness, drug issues and suicide.

Chair Flynn pointed out that she is on the advisory committee to the Cove and asked Ms. Gallagher to speak about the economic impact of child abuse. Ms. Gallagher expanded that by providing services early on which expose traumatic events, that we save long term costs for both the children and their families. She indicated the Cove serves approximately 200 kids a year providing mental health services and resources to the entire family. She expanded that the Cove will find community services and agencies for these services and that overall the Cove will follow a case and child on a long-term basis.

Chair Flynn asked if the Cove has any role in the opioid abuse issue to which Ms. Gallagher answered that the Cove is connected in a way by making referrals all the time and that it should be a part of the group however, in theory, every agency could be involved.

There was clarification of the Friends of Account and the SANE and SAIN grant budgeted amounts and that the overall County contribution is budgeted at \$518,601.

There was an update on the status of the Cove building.

b. County Commissioner's Office

County Administrator Michael Brillhart presented the projected FY17 County Commissioner's Office budget noting that the Human Rights Commission budget is included in the Commissioner's Office budget and that the Human Rights Commission is present to speak specifically to that budget.

Referring to the County Commissioners Office proposed budget and personnel schedule documents, Mr. Brillhart explained the final FY16 budget including the 3 County Commissioners, County Administrator, Administrative Assistant and the Human Resources Coordinator is \$457,106 and that he is proposing a FY17 budget of \$457,532. He noted a minor increase in salaries due to an increase in the weekly hours needed for the Human Resource Coordinator position. Next, Mr. Brillhart explained he is recommending a decrease of \$10,000 in professional technical services, which would include, for example, an appraisal on property or a review of a capital project. Last he recommended a decrease in travel expenses after reviewing actual figures from past years.

Commissioner Cakounes stated there is level funding of \$5,000 for the Arts Foundation gift in the proposal.

Chair Flynn asked for clarification of the travel budget for the office and Mr. Brillhart explained that he expects the FY17 travel expenses to fall at \$12,000; therefore, he budgeted \$15,000 to cover any additional travel.

Last, Mr. Brillhart presented the final proposed budget combining the Human Rights Commission and the County Commissioners Office for a total projected FY17 budget of \$505,991, which is an increase of \$1,455 from last year.

Chair Flynn asked Mr. Brillhart if he feels the proposed budget will meet the needs of the County and Mr. Brillhart noted there is a growing need in the human resources area, in particular, to review the county policy and procedures manual. He indicated that a staff advisory committee has been formed to review the current employee personnel and policy manual.

c. Human Rights Commission

Human Rights Mashpee Commissioner Roland Bessette, Coordinator Elenita Muniz and Brewster Commissioner Barbara Burgo were present to speak on the Human Rights Commission budget.

Mr. Bessette spoke of efforts over the last year including a human rights breakfast, academy, outreach and that new leadership is planning an aggressive approach to FY17. He noted an increase in education outreach through the CC times monthly and spoke of new initiatives including an employer symposium, trafficking awareness, a human rights symposium for all commissioners and a climate change impact on human rights conference. Mr. Bessette spoke of

seeking grants and funding through the business community and guiding town representatives and noted that there are not any funds to cut. Mr. Bessette clarified that the Human Rights Commission does not represent or provide legal services to anyone; however, the group works to bridge communication of parties by sitting through a trial or perhaps driving an individual to court. He spoke of looking forward to a larger presence with a filled schedule for next year.

Chair Flynn complemented the Commission on their annual meeting, which was well attended and brought a lot of people together to understand the mission of the Human Rights Commission. She referred to negative press lately and noted the County budget process is managed by living within the revenues and by searching for outside funding.

Commissioner Cakounes stated he voted against the budget last year and that this year's budget may need to be cut by \$1.0M. He continued on that the Human Rights Commission is a small budget and asked if other funding for items like as food could be obtained through the Friends Group. Ms. Muniz explained that the food budget is used for the human rights academy meetings and that the Friends have helped in past and funding means are always an ongoing effort.

Commissioner Cakounes asked if the Commission could supply a spreadsheet showing other grant funding. Ms. Muniz spoke of the Eastern Bay funding through the Friends Group and miscellaneous contractual funds used for interpreter services, which can vary from year to year. It was noted brochures are translated to Spanish and Portuguese given the Cape population.

Commissioner Cakounes spoke of advocating for more state funding.

Chair Flynn asked about approaching the CC Foundation and Ms. Muniz agreed it is a possibility and noted that one challenge is that most funders will not fund operating expenses.

Pocasset Human Rights Commissioner Alan Milsted spoke of the volunteer efforts and the value that intervention services provide by preventing significant expenditures and avoiding more serious litigation. He spoke of raising awareness on the whole and noted that the services can change lives in significant ways. Last, Mr. Milsted noted it is hard to quantify time spent with volunteers and that it is important to keep it in mind when budgeting.

Commissioner Cakounes concurred on the importance of all the services offered by the County and that County programs are all well received which makes the process of budgeting even more difficult.

Ms. Muniz spoke of fund raising done by the human rights academy and that most funds go to the County.

Chair Flynn stated the mission of the County is to serve the people noting that's what the Human Rights Commission specifically does through the towns and that it is appreciated.

Ms. Burgo spoke of working with budgets and the significant need for services. She stated all the commissioners are committed as volunteers and enhancing services this year.

Chair Flynn spoke of Cape residents and salaries that do not meet minimum standards and that it is an important factor when grant writing. There was discussion of the overall impression that the Cape is wealthy, which is deceiving as there are many critical services and needs for Cape residents. Ms. Burgo spoke of the critical challenges of housing and lack of affordable housing.

Mr. Bessette stated the Human Rights Commission is committed to do more with fewer funds, through volunteer efforts, noting that cutting the budget would be detrimental and that we cannot expect town commissioners and reps to cover any cuts.

d. County Dredge Services

Dredge Superintendent Wayne Jaedtke explained that the Dredge Department is an enterprise account and not specifically funded by the County; however, since it is a county service it is included in the yearly budget review. He presented as \$1,088,437 dredge operating fund with revenue of \$1,142,999 and noted an increase of \$60,000 for maintenance of dredge equipment and \$100,000 in principal and interest payment related to the new dredge.

Bob Lawton, Interim Finance Director, noted there is not a bond issued yet for the new dredge; however, it is anticipated. He explained the County borrows funds and that it is paid through the enterprise account.

There was discussion of the difference between maintenance service and parts line items.

Commissioner Cakounes asked if we are anticipating purchasing a new freshwater dredge to which Mr. Jaedtke noted we would lease a dredge instead. There was discussion of the upcoming 16 dredge projects and if a new dredge would lead to more jobs.

Bob Lawton noted an enterprise account keeps a reserve, the difference between expenses and revenue and Commissioner Cakounes asked for the current reserve amount and if this reserve could be used.

Mr. Jaedtke spoke of standardizing the dredge and booster pumps allowing for efficiency and an on hand inventory of spare parts.

Chair Flynn asked where the dredge is kept when not in use and Mr. Jaedtke noted it is now in Barnstable Harbor and that it is tough to keep the dredge in a place more than about three weeks since residents don't want to view it. Commissioner Cakounes questioned if we should contract a place to store it and if we could do private dredging. Mr. Jaedtke spoke of this only happening through the towns and there was discussion of seeking legal advice on this subject

e. General Budget Discussion: (see below for discussion after the County Administrator's Report)

2. General Business

- a. Proposed Resolution 16-__ (to be determined) Budget Transfer Request by the Resource Development Office (RDO) in the Amount of \$5,478.00 for the Purpose of Establishing a Pilot Pathways Internship Program – Finance Department.

Commissioner Cakounes made the motion to approve and forward to the Assembly of Delegates Proposed Resolution 16- (to be numbered), a budget transfer request by the Resource Development Office, which would decrease line “match to grants” item 0011104 5498 by \$5,478.00 and increase line “salary match” item 0011101 5101 0205 by the amount of \$5,400.00 and line “Medicare match” item 0011101 5984 0205 in the amount of \$78.00 totaling \$5,478.00 as presented. 2nd by Commissioner Chair Flynn, approved (2-0-0).

Bob Lawton, Interim Finance Director noted it is already budgeted for and it is not an increase in the budget.

- b. Request for the County Commissioners to Sign the Intergovernmental Agreement Between the Cape & Vineyard Electric Cooperative (CVEC) and Nexamp for Net Metering Credits Associated with the 2MW Photovoltaic Project in Dartmouth, MA – Liz Argo, CVEC Project Manager.

County Administrator Michael Brillhart requested the item be removed by request of CVEC manager Liz Argo. He expanded that Ms. Argo is requesting the item not be approved at this time.

Commissioner Cakounes added that CVEC is looking at the ability to accept more net metering credits and noted that the cap may have already been met.

3. New Business – Other Business Not Reasonably Anticipated by the Chairman

There was no new business discussed.

4. Commissioners’ Actions

- a. *Vote to approve the revised minutes of the December 2, 2016 Regular Session. Commissioner Cakounes moved, seconded by Chair Flynn. Commissioner Cakounes noted that the original minutes did not include a complete list of the septic betterments. (Approved 2-0-0)*
- b. *Vote to approve minutes of January 13, 2016 Regular Session. Chair Flynn announced this item will be ready for the next meeting.*
- c. *Vote to approve the Summary of Actions over \$25,000.00 (include prepayment and transfer requests, bid awards, contracts and contract amendments, new fund establishments).*

Commissioner Cakounes moved the summary of action, 2nd by Commissioner Chair Flynn xxx, approved (2-0-0).

Commissioner Cakounes explained that he reached out to county counsel about signing the above contract for Cape Light Compact, which counsel indicated is appropriate at this time for execution. He further stated and read from a legal counsel email that “an expressed disclaimer that the county sole role is that of fiscal agent and does not does assume liability for the contracts executed as fiscal agent.” Commissioner Cakounes stated he will continue to bring this item for discussion and that the Commissioners need to understand the liability of the relationship.

Chair Flynn term stated she has had long conversations with legal counsel about the fiscal agent relationship and that she would like to put this item on the first available agenda.

5. Summary of Actions:

CONTRACTS

- 1) Execute the Contract Amendment between Barnstable County (IT Department) and e-Plus in the amount of \$3,759.96 per month for providing management and monitoring services for the Barnstable County phone system for the period of January 18, 2016 – February 28, 2018 (an increase from the original amount of \$2,827.77/month to \$3759.96/month).
- 2) Execute the Contract Amendment #1 between Barnstable County (IT Department) and the Town of Truro in the amount of \$45,900.00 for the contract period of June 17, 2015 – June 30, 2016.
- 3) Execute the Contract Amendment between Barnstable County (Cape Cod Commission) and the Massachusetts Department of Transportation in the amount of \$89,222.00 to continue 3C FWHA mandated transportation planning activities by the Cape Cod Commission for the period of October 1, 2012 – September 30, 2016 (the original maximum obligation based on funding guidance for the FFY 2012 Unified Planning Work Program under-estimated the level of funding received; therefore, the increase of the original contract amount of \$2,311,152.00 to \$2,400,374.00 is needed so that the Cape Cod Commission can access additional funds).
- 4) Execute the Contract between Barnstable County (Cape Light Compact) and Rise Engineering in the amount of \$598,283.21 for the Installation Services Agreement for the Lead Vendor Multi-family Energy Efficiency Retrofit Program for the period of January 1, 2016 – December 31, 2016.
- 5) Request by the Cape Light Compact to transfer the 2013 Energy Efficiency Fund (Fund 0026) balance of \$5,773,445.00 be transferred from calendar year 2014 (0027) to the 2015 calendar year Energy Efficiency Budget (Fund 0026).
- 6) Execute the Contract between Barnstable County (Cape Light Compact) and National Resource Management, Inc. (NRM) in the amount of \$219,978.88 for the Installation Services Agreement for the Lead Vendor Small Business Refrigeration Services for the period of January 1, 2016 – December 31, 2018.
- 7) Execute the Contract between Barnstable County (Cape Light Compact) and Galligan Energy Consulting, Inc. in the amount of \$95.00/hour (annual total may exceed \$25,000) for the Professional Consulting Services Agreement for Commercial and Industrial Engineering and Other Ancillary Services for the period of January 15, 2016 – December 31, 2018.
- 8) Execute the Contract between Barnstable County and Blue Gear Labs in the amount of \$82,125.00 to provide application development of watershed mvpv 3.0 (this bid was awarded at the Board of Commissioners’ meeting held on January 1, 2016) for the contract period through to June 30, 2016.

BIDS

- 9) Award the bid for the Marine Fisheries Municipal Shellfish Propagation Program on behalf of the Barnstable County Shellfish Advisory Committee to the responsive, responsible bidders offering the lowest prices as follows:
 - i. Hard Clam/Quahog Seed – Aquacultural Research Corporation (ARC)
 - ii. Regional Oyster Remote Set - Aquacultural Research Corporation (ARC)
 - iii. Small Oyster Seeds – Mook Sea Farm
 - iv. Large Oyster Seed – Cape Cod Oyster Co., Inc.

OTHER

- 10) Execute the Agreement between Barnstable County (Human Services) and Andrea Zalgenas in the amount of \$10,000 for a HOME Down Payment & Closing Cost loan.
- 11) Discharge of the HOME mortgage for Patricia Keating in the amount of \$5,000.

CHAIR ONLY

- 12) Execute the Certificate for Dissolving Betterments for Robert R. Hallenbrook and Michelle Hallenbrook.
- 13) Execute the Certificate for Dissolving Betterments for Thomas J. Gallagher, Jr. and Susan M. Donnelly.
- 14) Execute the Certificate for Dissolving Betterments for Judith A. Chamberlin.
- 15) Execute the Certificate for Dissolving Betterments for Louise Kane and Charles H. Peluso, Jr.
- 16) Execute the Certificate for Dissolving Betterments for Stephen B. Moore.
- 17) Execute the Certificate for Dissolving Betterments for Susan Mayor, Cynthia Clough, And Trustees Martha Olson Realty Trust Dated December 9, 2008.
- 18) Execute the Certificate for Dissolving Betterments for Ralph A. Ventresco and Gina M. Ventresco.

6. Commissioners' Reports

Commissioner Cakounes brought to the attention of the public an issue brought forward by a Barnstable Town Counselor. He displayed a letter from a resident asking for a donation of \$16.45 for a Barnstable County referendum with a Washington DC remit address. Commissioner Cakounes announced this attempt to collect money is not in any way related to the County and requested the letter be added to the County web site to make residents aware.

7. County Administrator's Report

County Administrator Michael Brillhart informed that he has been working with Finance regarding the upcoming revenue and the possibility of a shortfall. He explained that Mary McIsaac and Bow Lawton have had discussions with the Cape managers group and that they want to help with providing recommendations.

Chair Flynn asked if the group gave any ideas to which Bob Lawton responded that discussions are in the beginning stages about the scope of the issue and that reductions in services could be discussed. Overall, he noted that there is a willingness of the Cape managers group to support the County.

There was discussion of regional services provided to towns, such as IT and health services, and the joint effort between the County and towns.

1e. General Budget Discussion:

Finance Director Mary McIsaac gave an update on the budget process, confirming Finance has reviewed source increases and decreases based on historical information and that some revenue sources have been level budgeted for years. Next she spoke of working with departments on expenditures and confirming salaries and fringes noting that actual retirement figures have been received. Ms. McIsaac informed that Finance staff has been making corrections in Munis for level 2 budgeting, which will have adjustments & any new department requests and that level 3 planning will include proposed cuts to balance the budget.

Commissioner Cakounes asked if suggested cuts will be available for discussion at the next meeting. Ms. McIsaac suggested any proposed cuts would be presented carefully and based on figures at the next meeting.

8. Adjournment

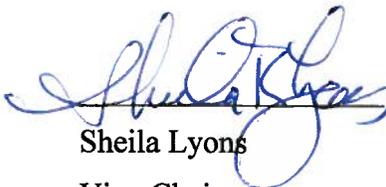
Barnstable, ss. At 11:44 am on this twenty-seventh day of January, A.D. 2016. Commissioner Cakounes made a motion to adjourn, 2nd by Chair Flynn (approved 2-0-0).

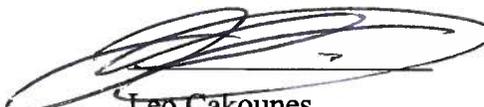
Respectfully Submitted,
Michelle LaCasse, Finance Assistant

Attest: 
County Clerk

The foregoing records have been read and approved.


Mary Pat Flynn
Chair


Sheila Lyons
Vice-Chair


Leo Cakounes
Commissioner