

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the County Commissioners held in Conference Room 11/12 at the Barnstable Superior Courthouse on the tenth day of February, A.D. 2016.

Board of the Barnstable County Commissioners:

Mary Pat Flynn	Present
Sheila Lyons	Present
Leo Cakounes	Present

Staff Present:

Michael Brillhart	County Administrator
Denise Bradford	Administrative Assistant
Paul Lawton	Interim Finance Director
Mary McIsaac	Finance Director

List of Documents:

- County Administrator's Weekly Actions for the period of February 3 -9, 2016
- Minutes of January 13, 2016

Commissioner Flynn called the meeting to order at 10:00 AM.

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

Public Comment:

There was no public comment.

1. General Business

- a. Approve Resolution 16-01 a Budget Groups Transfer at the Children's Cove to Decrease "Salaries" Account (0013201-5100) in the Amount of \$28,983.00 and Increase "Miscellaneous Contractual" Account (0013202-5299) in the Amount of \$28,983.00 – Finance Department.

Commissioner Cakounes made the motion to approve Approve Resolution 16-01 a Budget Groups Transfer at the Children's Cove to Decrease "Salaries" Account (0013201-5100) in the Amount of

\$28,983.00 and Increase "Miscellaneous Contractual" Account (0013202-5299) in the Amount of \$28,983.00 – Finance Department as presented; Commissioner Lyons, 2nd. The vote was unanimous and the motion carried, 3-0-0.

Discussion: Commissioner Cakounes noted that this resolution (Item a) and the following resolution (Item b) had been approved by the Board, and that it had then been then sent to and approved by the Assembly. It was sent back to the Board today for final review and approval. Funding for Item b would be a bond issue. The Finance Director, Mr. Paul Lawton would provide ideas for a long-term, five-year plan at a future meeting. It could include the use of reserve funds. Construction planning and design would be done in-house.

- b. Approve Ordinance 16-02 to Amend Ordinance 15-02 by Deleting the Phrase "County Complex Design" in Section 1(d) and Inserting in its Place "County Complex Construction."

Commissioner Cakounes made the motion to approve Ordinance 16-02, and to amend Ordinance 15-02 by deleting the phrase "County Complex Design" in Section 1 (d) and replacing with "County Complex Construction" as presented; Commissioner Lyons, 2nd. The vote was unanimous and the motion carried, 3-0-0.

A brief recess was taken at 10:10 am and the meeting reconvened at 10:20 am.

Commissioner Flynn said the order of the Agenda would be changed so that the Budget Workshop would be moved to the end of the meeting.

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

A letter received by the Board the Cape Cod Business Roundtable regarding the appointment of the County Administrator was discussed. Commissioner Cakounes said the letter was sent to others, including the newspaper and circulated as the opinion of the Cape Cod Business Roundtable, and that the Board should expect other opinion letters as the County moves forward with Charter changes. The Assembly is the better forum for public discussion than the Board meetings. Commissioner Lyons said that the group and the public in general should be invited to a meeting and heard. Commissioner Flynn said that the Board would take it under advisement and devise a meaningful proposal for the Board to consider as to how public opinion can be heard on the future of the County.

3. Commissioners' Actions

- a. Vote to approve minutes of January 13, 2016 Regular Session

Commissioner Cakounes made the motion to approve to approve the minutes of January 13, 2016 Regular Session as amended with the addition of a list of regular meeting documents; Commissioner Lyons, 2nd. The motion was unanimous and carried 3-0-0.

- b. Vote to approve minutes of January 20, 2016 Regular Session

The minutes were not yet available for approval.

- 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).

Discussion followed on the topic of the Board acting as fiduciary agents for the Cape Light Compact and other Departments. Commissioner Cakounes said he could not support Item 3 until the Board and the County has an improved procedure for how the County acts as a fiscal agent. Commissioner Flynn said County Counsel, Mr. Troy, provided a briefing on the role of Fiscal Agent. Groups such as the Cape Light Compact and CVEC are required under the Law to have a governmental organization acting as fiscal agent. She said that Counsel should be brought in to provide more detailed guidance on the role of fiscal agent.

Commissioner Lyons made the motion 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 Flynn, 2nd. The motion carried, 2-1-0.

Brief discussion followed on Summary of Actions Item 11. Mr. Brillhart said that each year staff members who perform County financial transactions and activities and/or cash have to be bonded. Item 11 was for the bonding of one staff member. Commissioner Flynn said that bonding of municipal employees was a standard action for municipalities

Summary of Actions:

CONTRACTS

- 1) Execute Amendment to the Contract between Barnstable County (Resource Development Office) and the Commonwealth of Massachusetts – Department of Public Health in the amount of \$70,000 for Massachusetts Opioid Abuse Prevention Collaborative services for FY16 for the period of July 1, 2015 – June 30, 2016. This is a one-time state earmark intended to supplement federal funding for the Massachusetts Opioid Abuse Prevention Collaborative.
- 2) Execute Grant Agreement between Barnstable County (Cape Cod Commission) and the National Oceanic and Atmospheric Administration (NOAA) in the amount of \$781,275.00 for the Resilient Cape Cod project intended to improve understanding of climate change threats and explore options to improve coastal resiliency, for the period of March 1, 2016 – February 28, 2019.
- 3) Execute 11th Amendment to the Contract between Barnstable County (Cape Light Compact) and Rise Engineering to increase Exhibit B (Budget) in the amount of \$488,212.69 for Lead Vendor for Home Energy Efficiency services (increase the value of the 11th Amendment from \$14,102,780.14 to \$14,590,992.83 for a total increase of \$488, 212.69) for the period of January 1, 2015 – December 31, 2015.
- 4) Execute Amendment to the Contract between Barnstable County (Cape Cod Commission) and the Sanborn Map Company in order to extend the termination date of the Contract from February 28, 2016 to May 31, 2016.

ESTABLISH NEW FUND

- 5) Approve the request from Barnstable County (Resource Development Office) to establish a new fund for the Massachusetts Opioid Abuse Prevention Collaborative program for FY16 (Contract through June 30, 2016) state funding in the amount of \$70,000. The original funding was from a federal source: the Substance Abuse and Mental Health Services Administration (SAMHSA).

- 6) Approve the request from Barnstable County (Cape Cod Commission) to establish a new fund for the National Oceanic and Atmospheric Administration (NOAA)-funded Grant Agreement in the amount of \$781,275.00 for the Resilient Cape Cod project (Agreement through February 28, 2019).

OTHER

- 7) Execute the subordination of HOME DPCC mortgage for Mary L. Canavan and Caron E. Potts.
- 8) Execute the discharge of HOME mortgage for Julliette Silva in the amount of \$3,600.
- 9) Request from Human Resources Coordinator for a vote to approve the mandatory participation of all County staff in the Sexual Harassment/Office Conduct training to be held on March 29, 30 & 31, 2016.
- 10) Request from Finance to approve the Public Official Bond from Travelers Casualty and Surety Company of America in the amount of \$250,000.00 for the period of January 23, 2016 – January 23, 2017.
- 11) Request from Finance to approve the Public Official Bond from Travelers Casualty and Surety Company of America in the amount of \$500,000.00 for the period of February 10, 2016 – February 10, 2017.

CHAIR ONLY

- 12) Execute Certificate for Dissolving Betterments for Joanne G. Wiseman, Robert J. Durand and Marjorie A. Durand.
- 13) Execute Certificate for Dissolving Betterments for Kevin P. Craig and Kathleen D. Craig.
- 14) Execute Certificate for Dissolving Betterments for Steven L. Sherwood.
- 15) Execute Certificate for Dissolving Betterments for Gregory A. Fulp.
- 16) Execute Certificate for Dissolving Betterments for Eulina Moriera Costa.
- 17) Execute Certificate for Dissolving Betterments for Christus A. Murphy and Janet B. Rodgers.
- 18) Execute Certificate for Dissolving Betterments for Henry L. Cooke, Jr.; Wendy A. Cooke; and Trustees, Cooke Realty Trust, u/d/t dated March 3, 2006.
- 19) Execute Certificate for Dissolving Betterments for Barbara LaFranchise and Janelle M. LaFranchise.
- 20) Execute Certificate for Dissolving Betterments for Barbara B. Dooley.
- 21) Execute Certificate for Dissolving Betterments for Daria M. Rosa.
- 22) Execute Certificate for Dissolving Betterments for Matthew G. Cascio, Katelan E. Cascio and f/k/a Katelan E. Songer.
- 23) Execute Certificate for Dissolving Betterments for Edward A. Finlay and Sandra E. Finlay
- 24) Execute Certificate for Dissolving Betterments of Eleanor A. Tully and Trustee, The Tully Realty Trust u/d/t dated December 17, 1993.
- 25) Execute Certificate for Dissolving Betterments for Michael Vanderbilt.
- 26) Execute Certificate for Dissolving Betterments for Marsha Mele.

ACTIONS TAKEN BY THE COUNTY ADMINISTRATOR

27) County Administrator's Weekly Actions for the period of February 3 -9, 2016

4. Commissioners' Reports

- Commissioner Cakounes reported that he was still working on activities related to power purchase agreements and CVEC and the Committee he was working on would hold a meeting the following day on this topic.
- Commissioner Lyons said that she attended and opiate abuse forum on Saturday, February 6, 2016 in Wellfleet. Dennis Cunningham the Wellfleet representative on the Substance Abuse Task Force convened it. It was attended by Gosnold Recovery Center [on Cape Cod], by peer-mentors and many others. It was part of an effort by the Task Force to build community coalitions on the Cape to combat substance abuse.
- Commissioner Flynn attended two meetings. The first was the second symposium on Substance Abuse issues in Falmouth. It was developed under the direction of the Police Chief [Falmouth] and attended by people from all walks of life including physician. Communities on the Cape are addressing this issue at the Town level and via the larger coalition. The second meeting she attended was the Cape Cod Economic Development Council on the issue of affordable housing on the Cape.

5. Budget Workshop

a. General Budget Discussion

Commissioner Flynn said the Board had before them an FY17 Budget Book based on financial restraints. Ms. McIsaac said that the Board was presented that day with a proposed, balanced, FY17 budget [book]. Department budgets were methodically reviewed and cut according to the realities of departments' expenditures. Salaries and benefits were not cut and would have to come from workforce reduction (if the Deeds was not enacted). The FY17 Budget was balanced based on the assumption that there would be support for an increased Deeds Tax by up to .72 cents. They are requesting an increase of .36 cents. The revenues are needed. She said the County had a duty to grow revenues to sustain the County and the Finance Department was working towards that goal including fee increases and other opportunities for funding. Documentation for all cuts was made available to the Board. Documentation also included a Capital Plan and was

According to Commissioner Flynn the bottom line for FY16 was \$30,565,266 including reserve funds, bond issues and fund balances. The FY17 Proposed Budget was \$27,733,930. The Deeds tax would give an approximate increase of \$1,000,000.

Ms. McIsaac said there were increases in retirement assessment and insurance. The retirement increase was kept to \$70,000, less than in the past. As for insurance, increases were projected to be approximately 10%, with Blue Cross and Blue Shield (BCBS) expected to be 11.5 – 12% (it could be offset by eliminating that PPO). They were also not projecting new hires, which would increase that cost. Commissioner Flynn noted that the Cape Cod Municipal Health Group (CCMHG), which is the contractor that manages plans for the Towns, the County and other Cape districts. Also discussed was the Cadillac Tax for health plans and that the County would be subject to that tax if the County's plan exceeded that threshold. The tax is levied against the employers, but has been deferred to 2020. The alternative is the GIC (the State) and to bargain for a County health plan. The risk is the cost of extraordinary claims and having no

trust fund reserves and fund balance. The CCMHG has been successful in acquiring stop-gap insurance to cover extraordinary claims and collectively the members have more negotiating power.

Regarding the House Bills 3665 and 2772, which were directly related to the municipalities limited to charging .05 cents per copy and .15 cents for legal size, the County Registry was concerned as it would affect its revenue. Ms. McIsaac was not sure of the status of the Bills.

Regarding capital item reductions and expenditures, it was noted, as an example, that the County IT Department was reduced by \$5,007 (on the proposed expenditure page). Ms. McIsaac said that capital items were removed and placed in the Capital Plan. Overall capital item reductions amounted to \$50,000 - \$60,000. Some were over-budgeted. Ms. McIsaac reiterated that the Finance Department looked at realistic expenditures while working on the proposed FY17 Budget.

The decisions made for cuts in terms of the cost-benefit and return-on-investment (ROI) of County programs were discussed. Water quality initiatives, for example, were cut by \$150,000. Commissioner Lyons expressed concern that this and other initiatives could be stalled by cuts. Such program initiatives are a County mission. Ms. McIsaac said that there were program commitments and budgets were encumbered as a result, but if program commitments were not met, their monies would be released back into the budget. Also, there were still monies available in budgets. The Cape Cod Water Protection Collaborative (CCWPC) would be discussing its priorities and fiscal details during its next meeting. Sims McGrath, Vice-Chair of the CCWPC, spoke about the CCWPC's activities and funding allocations. Overall, fiscal arrangements made with the communities for water protection initiatives are complex and its staff with expertise was needed for these projects. Mr. McGrath said that program momentum would be difficult to re-start if the FY17 Budget stalled initiatives for the year. Mr. Cakounes reiterated the need for cuts and that the County was in dire financial straits. Further discussion ensued of CCWPC budget details such as consultant salaries; the long-term importance of water quality monitoring to communities and the fisheries; the CCWPC as a County Department; watershed permitting; Towns and shared costs; grant funding; and the County's decision last year to use its savings account to balance the FY16 budget and the impact of cuts and on all departments and programs.

Discussion returned to health insurance and specifically to the topic of cost-shared health insurance for elected County officials and employees. It was noted by Commissioner Flynn that options for the Board to decide were: to no longer provide health insurance for elected officials; to increase the employees' share of health insurance; and/or, as previously noted, to remove more costly PPO options.

Regarding the Budget process, it was noted that if/when the Commission approves and sends the proposed Budget Ordinance to the Assembly, the proposed deeds/excise tax increase of .36 cents should also be sent to the Assembly at the same time. The increase was needed to balance the County budget. In addition, for future County planning, there should be discussion of an overall management plan and the County's mission in terms of the programs and services offered.

The Board then decided to review the significant reductions in the budget and the impact on the Departments.

- The IT Department Director, Mr. William Traverse spoke about the Department's plans for FY17 in terms of the budget and the impact on annual software fees needed for core maintenance of the County's technical needs. There is a risk to security; also, they have to decide on what is critical for the County and services provided to the Towns.
 - The Facilities Department was adjusted to reflect actual expenditures. The State pays for a substantial portion of its operations. There were small decreases to some lines; a few increased, such as overtime. The County still maintains the Route 6 rest area [between exits 6 and 7] and the relationship with the State on the rest stop is being reviewed.
 - Travel was discussed for all County Departments except the Cape Cod Commission. In-state Travel totaled \$133,225. A figure was still needed for Out-of-State Travel. Some of it was necessary for maintaining employee certifications, as part of health programs and to maintain County services and properties. It should be reviewed.
 - The Board asked that the Children's Cove provide its revenue sources be provided for final budget decisions.
 - Regarding the Cape Cod Cooperative Extension, it focused on under-spending and made cuts up to \$60,000 with some cuts to travel. Also, a position became vacant due to the promotion of Mr. Michael Maguire to Director.
 - Regarding the Registry of Deeds, there was a reduction of \$140,000. Ms. McIsaac confirmed that staff reductions/unfilled positions (partly due to electronic document management) were part of that reduction.
 - Regarding Health and Environment, the \$70,000 reduction was based on realistic review.
 - Public Safety was solely related to the Sherriff's Department retirement (employees who retired before the Department was moved to the State). This could increase to actuarial assessments of this population. Over time it will decrease overall. One-time settlement was not an option for this group. The Law determines this group's retirement.
 - Regarding Human Services, there is an increase of \$458,000 because it includes all of the grant funding. It was presented differently inn FY16, and FY17 can't be compared.
 - The Fire and Rescue Training Academy budget does not include estimates for increases and fee income because they have not yet been documented. Site issue mediation costs are not included in the Budget. Water quality/pollution insurance would be difficult to obtain and expensive in terms of future Budgets.
 - Regarding Miscellaneous and Contingency expenses, \$438 is an auditing expense; some are for advertising and in-state travel; all are the same as FY16.
 - Operating budget discussion was scheduled to resume on Friday, February 12, 2016.
 - Legal fees expenses are available in a separate Legal Reserve fund of over \$450,000 as well as a general Legal fund of \$55,000.
 - The Resource Development Office/AmeriCorps crosses over two fiscal years.
- b. Review of the Proposed Five-Year Capital Improvement Program**

This plan was based on managers' input per Ms. McIsaac. The five-year plan has additions and removals. The FY16 plan is focused on need. Projects related to Facilities include roof

replacement for 2nd District courthouse (96% of it will be reimbursed by the State and not bonded); ancient wall repair on Route 6A, parking lot paving; and the health lab sound wall. Health and Environment plan to purchase a chromatograph (their only capital improvement). Also discussed were project options for FY18 and vehicle use policy and vehicle reserve funds.

6. County Administrator's Report

There was no report by the County Administrator.

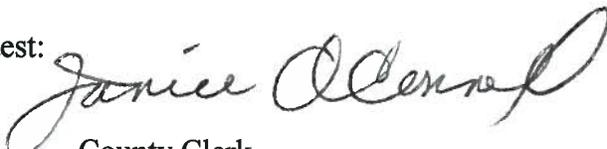
7. Adjournment

Barnstable, ss; at 1:00 pm on this tenth day of February, A.D. 2016, Commissioner Cakounes made a motion to adjourn; Commissioner Lyons, 2nd. The motion was unanimous and carried 3-0-0.

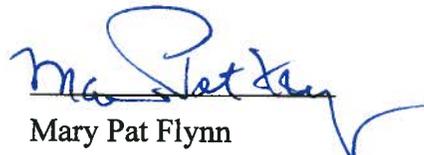
Respectfully Submitted,

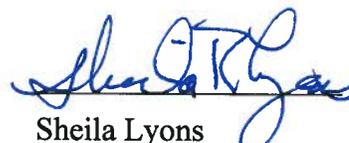
Denise Bradford, Administrative Assistant

Attest:


County Clerk

The foregoing records have been read and approved.


Mary Pat Flynn
Chair


Sheila Lyons
Vice-Chair


Leo Cakounes
Commissioner