

*COMMONWEALTH OF MASSACHUSETTS*

**Barnstable, ss.**

At the regular meeting of the County Commissioners held in the Barnstable County Superior Courthouse Building on the thirteenth of January, A.D. 2016.

**Board of the Barnstable County Commissioners**

Chair Mary Pat Flynn	Present
Vice Chair Sheila Lyons	Present
Commissioner Leo Cakounes	Present

**Staff Present**

Michael Brillhart	County Administrator
Mary McIsaac	Finance Director
Robert Lawton	Interim Finance Director
Denise Bradford	Administrative Assistant
George Heufelder	Director of the Department of Health and Environment
Stephen Tebo	Director of Facilities

**List of Documents**

- Agenda for January 13, 2016
- County Administrator's Weekly Actions for January 1-12, 2015
- Barnstable County Fire & Rescue Training Academy Needs Assessment
- Cape Cod Commission Supplemental Budget Documents
- Cape Cod Commission Compensation Classification Study
- FY 2017 Budget Documents for:
  - Cape Cod Commission
  - Human Services
  - Resource Development Office
  - Registry of Deeds
- Resource Development Office Supplemental Budget Documents
- Ordinance 16-01 (vehicle)
- Proposed Resolution 15- (Children's Cove)
- Meeting Minutes for December 16, 2016
- Special Meeting Minutes for January 4, 2016
- Meeting Minutes for January 6, 2016

Commissioner Flynn called the meeting to order at 10:06 a.m.

The Pledge of Allegiance was recited followed by a Moment of Silence.

Commissioner Lyons arrived at 10:12 a.m.

**I. Public Comment**

There was no public comment.

**II. Budget Review**

**a. Registry of Deeds**

**b. Resource Development Office**

**c. Human Services Department**

**d. Cape Cod Commission**

**a. Registry of Deeds**

Mr. John F. Meade, the Register of Deeds, presented the Registry of Deeds Budget. Mr. David Murphy, the Assistant Register of Deeds also presented budget facts.

Mr. Meade said that the FY 2017 Registry Budget was based on recording volume and that the Registry did not expect a significant increase or decrease in activity. Increased health care costs were buffeted through attrition and retirements. New technologies increased productivity of remaining staff and offset the need to supplement staff. and would continue to offset that need for more staff over the long term. Electronic recording of documents, introduced in January 2014 increase to 10% of total recordings that year and to 20% of total recordings in 2015. It reduced the time people spent at County Offices. Mr. Meade also said that the Registry was working with the Land Court in Boston on the electronic recording of Land Court documents. He noted that one-third of the land on Cape Cod was managed by the Land Court. The Registry submitted funds for 32 positions; 28 were filled; four (4) were vacant and would not be filled. There was no increase in the Registry's budget except for health care and retirement costs. In response to questions from the Commissioners, Mr. Meade stated that the Registry would be able to fund an open position through anticipated revenue (in the event it was required).

Mr. Murphy, the Assistant Register, noted that there was a separate Personnel Schedule in the Registry Budget and that, per the Schedule, the Registry had three (3) vacant Land Court positions; one (1) vacant Recorded Land position and planned to promote two (2) employees. There was a union contract tied to the two roles, so funding would be needed for the proposed roles. Commissioner Cakounes said that the goal was to remove funding, but that the vacant position would always remain listed in the Registry's scheduled. Commissioners Cakounes and Flynn requested that a copy of the Schedule be provided to the Board of Commissioners and Mr. Brillhart (without the names of personnel) with the pending classification changes noted. They also stated that the Registry was a partially self-funded Department, because its fees cover operating costs. The County funded the remainder of its budget. Mr. Meade said that the Registry anticipated meeting the excise revenue forecast due to increased revenues in November and December 2015.

Mr. Meade confirmed that the one-page budget was the only document submitted for this meeting and that it did not include a forecast for revenue. However, he expected revenue to increase by 2.475% - subject to one caveat. The caveat was due to a potential change in public

records law change – a law currently depended on by Massachusetts Counties due to the revenue generated by fees for records and copies. He was not sure of the Bill's status in the Legislature, but if it passed as presently composed, there would likely be a challenge to the Bill. Commissioner Flynn asked Mr. Meade to provide a letter and documents to the Commissioners that would demonstrate to the public the impact of this Bill (if approved) on the County.

Commissioner Flynn then stated that Ron Bergstrom, the Speaker of the County Assembly and John Ohmann, the Member of the Assembly for the Town of Dennis as well as Chair for the Finance Committee, were in attendance at this meeting.

**b. Resource Development Office**

Darlene Johnson Morris, the Director of the Resource Development Office, presented its budget. She said that the Office provided grant and technical assistance to Towns in the County and that the Office brought in revenue via the grants. It was requesting \$959,130.81 for FY 2017 Budget, which was an increase of \$4,872.81 over the FY2016 Budget. Ms. Morris presented a folder of supporting documents, which contained information about the nationally recognized Americorps Program as well as a Grant Development Report and a Grant Management report. Ms. Morris said that these documents demonstrated the value of these programs to Cape Cod Towns such as the 54,400 hours of service brought to the Cape by the Americorps Program.

In response to Commissioners' questions, Ms. Morris said that the Office's revenue could not be seen in the MUNIS report submitted by Finance. The Office works three (3) budgets years at a time with each grant. Typically, the Office brought in at least \$1,000,000 via the Americorps Program and other grants, which exceeded the amount being requested for the Office's FY 2017 Budget.

Commissioner Flynn requested, for future review, a document with the total cost (including salaries and expenses) of operating the Resource Development Office compared to the total income received from grants. Commissioner Flynn also stated that the Commissioners were not questioning the value of the programs managed by the Office. Ms. Johnson stated that the \$1,024,000 of grant money received by the Office did not transfer to the \$960,000 FY 2017 Budget for the Resource Development Office.

Increases in the Resource Development Office's budget line items were then discussed. Ms. Johnson said that the increases were associated with mandated training and CORI checks for new staff as well as increased phone charges and staff step increases. Other costs were associated with the repair of older, donated vehicles needed to transport Americorps staff and equipment to work sites. Those costs fell under the operating budget and were not covered by the County's match for the Americorps Program. Ms. Johnson confirmed that she would provide a revised budget report to Mr. Brillhart comparing the Office's expenses to its income. Commissioner Cakounes stated that he wanted to know what it cost the County to support the programs managed by the Office.

**c. Human Services Department**

Beth Albert, Director of the Human Services Department, presented that Department's budget. Ms. Albert noted that the Human Services Department's Budget had a different format than the budget presented last years because it showed general fund and grant expenditures and did not include grant revenues. She also noted that subtotals were missed from the budget document given to the Commissioners.

Line item expenditures were reviewed. Ms. Albert said that the subtotal for Miscellaneous Fringe Services was \$547,195. The line item for Professional and Technical Services showed an increase of \$9,500 but was being offset by \$110,000 HUD (U.S. Department of Housing and Urban Development) Grant. Ms. Albert said that there were no increases below that line as far as the Miscellaneous Rental Services lie, which was being reduced by \$3,000. In addition, the line item of \$53,271.90 was an error; it should have been listed as approximately \$31,000.

SHINE Program line items were reviewed next. Ms. Albert stated that the SHINE Program's grant revenues were listed in the column next to the line item expenditures and that its grant was a three-year grant. In response to Commissioner Cakounes, Ms. Albert said that she did not anticipate the Program's grant to decrease and that it could potentially increase. The Program's line item for Contractual Human Services showed a significant increase for FY 2017 due to an expense that was not reflected in last year's budget. In previous years this expense was paid out of a continuing appropriation. The money in the Contractual line item pays for a contract to assist the Program Manager.

Regarding the SHINE Program's scope, Ms. Albert said that it serves 6,000 Cape Cod residents and has 50 volunteers. \$69,000 of SHINE Program grant money supports salaries. Ms. Albert said that in the past she successfully obtained grants to supplement the SHINE Program and was expecting a \$40,000 supplemental, \$40,000 grant for FY 2017. This money was not listed in the budget submitted to the Commissioners because the Human Services Department had not yet received approval for it. The total for the SHINE Program was \$135,192. The \$40,000 supplemental grant would mean that approximately \$109,000 of the \$135,192 would be paid for by other sources. Human Services would not know for another month if it would receive this supplemental grant. Ms. Albert said that few line items could be cut and that the Human Service's budget accurately represents its needs and the costs of meeting them.

The Prevention and Wellness Trust line items were reviewed next. Ms. Albert said that these expenditures were 100% grant funded. The line items for the Match/Substance Abuse Prevention Opioid Abuse were also \$100 grant funded via two grants SAPC and MOAPC. The line items for the HOME Program (Home Investment Partnership Program which is a Federal block grant to state and local governments designed to create affordable housing for low-income households) were reviewed. Ms. Albert said that each year there is a 10% administrative cap placed on the HOME program, which with \$370,000 in grant money allows for \$37,000 to cover a portion of the 1.5 FTE salary. Ms. Albert said that she discussed the feasibility of pursuing additional revenue-generating activities; however, the Human Service's staff is stretched to its limits at 1.5 FTE. Ms. Albert confirmed that the increase in the HOME Program's retirement line item from \$19,000 to over \$48,000 was correct and based on current salaries. Mr. Lawton reiterated the

latter point, noting that the annual cost of County retirement is reflected in the budget, but the money stays with the Retirement Board.

Ms. Albert then discussed the \$50,000 Continuum of Care grant that the Human Services Department was anticipating. This program's budget for FY 2017 was \$51,599; nearly 100% of it would be covered by grant money. If the HOME Program did not receive this grant, additional grant administration staff could not be hired. However, Ms. Albert said that the Human Services Department's grant revenue for FY 2017 would be \$500,000, which was an increase of \$210,000 over FY 2016. Ms. Albert was asked to provide to Mr. Brillhart a revised budget comparing expenses to income.

**Budget Review Item II-d was moved to a 1:00 p.m. time slot for later discussion.**

### **III. General Business**

- a. Final Report by the Barnstable County Fire Rescue Training Academy Building Needs Assessment Committee – W. Barnstable Fire Chief Joe Maruca Committee Chairman
- b. Discussion on County Administrator candidates as recommended by the County Administrator Screening Committee – Charles Sumner, Committee Chairman
- c. Proposed Resolution 16-\_\_ to Approve a Budget Group Transfer at the Children's Cove to decrease the "Salaries" Account (0013201-5100) in the amount of \$28,983.00 and increase the "Miscellaneous Contractual" Account (0013202-5299) in the amount of \$28,983.00 – Finance Department.
- d. Approve Ordinance 16-01 for supplemental appropriations for FY 2016 in the amount of \$39,946.00 to purchase a new vehicle for the Facilities Department, as adopted by Assembly of Delegates on January 6, 2016.
- e. Committee Appointments of County Commissioners (continuation from the meeting of January 4, 2016)
  - i. Recommend Appointment to the Cape Cod Municipal Health Group
  - ii. Recommend Appointment to the National Association of Counties (NACo)

Commissioner Flynn said that General Business Item III-a, "Final Report by the Barnstable County Fire Rescue Training Academy Building Needs Assessment Committee – W. Barnstable Fire Chief Joe Maruca Committee Chairman, was scheduled for 2:00 p.m.

Commissioner Flynn also stated that General Business Item III-b, "Discussion on County Administrator candidates recommended by the County Administrator Screening Committee – Charles Sumner, Committee Chairman" was scheduled for 2:30 pm. Therefore, the Board of Commissioners, would change the Agenda order and discuss only Agenda Items c, d and e at this time.

#### **Item c Discussion**

Mr. Lawton presented on behalf of Children's Cove Director, Stacy Gallagher. Mr. Lawton said that the Children's Cove had been successful in obtaining additional grants. It had to match the grant with expenses, and therefore, it was requesting the transfer of \$28,983 from wages to expenses.

*Commissioner Cakounes made a motion to approve and forward to the Assembly of Delegates Proposed Resolution 16-\_\_ (to be numbered), a Budget Group Transfer for Children's Cove, which shall decrease line item 0013201-5100 "Salaries" and increase line item 0013202-5299 "Miscellaneous Contractual" in the amount of \$28,983.00, respectively, as presented. 2<sup>nd</sup> by Commissioner Lyons.*

Discussion followed the motion. Mr. Lawton said that, due to the way the Children's Cove grant funds were received, money was taken away from Children's Cove expenses. It lowered the amount she could spend and put her at a deficit. He said that Ms. Gallagher also had new staff who were being paid less. Therefore, money for the transfer was available under salaries. Mr. Lawton said that the money would go to Marketing and Programming for Trauma-Informed Care. Mr. Lawton said he would ask Ms. Gallagher to be prepared to discuss her budget before the Commissioners and the Assembly on this topic.

*The motion was approved unanimously, 3-0-0.*

#### **Item d Discussion**

Commissioner Cakounes requested that items such as Ordinance 16-01, be moved to the Consent Agenda. Commissioners Flynn and Lyons agreed that in the future, they would follow this protocol.

*Commissioner Cakounes made a motion to approve Ordinance 16-01, a Supplemental Appropriation for FY16 Budget in the amount of \$38,946.00 to purchase a new vehicle in the Facilities Department, as presented. 2<sup>nd</sup> by Commissioner Lyons. The motion was approved unanimously, 3-0-0.*

#### **Item e Discussion**

- i. During discussion of the Cape Cod Municipal Health Group Appointment, Mr. Brillhart said that Ms. Downey was the current Member and that Ms. Cushing was serving as the Alternate Member. Commissioner Cakounes recommended that Ms. Cushing be appointed to the Committee. It was his understanding that she wanted to be removed from this Committee. Commissioner Flynn said the Commissioners should consider re-appointing Ms. Downey. It should also be discussed with Ms. Cushing before appointing her because it's a big responsibility and complex. Mr. Brillhart said that a change in appointment would impact the on the Steering Committee and the Wellness Committee because Ms. Downey sits on the Steering Committee and is the Chair for the Wellness Committee. Mr. Brillhart recommended that both Ms. Downey and Ms. Cushing continue to attend Committee meetings. He also noted that Ms. Cushing, because of her role, could not serve as a voting member and would prefer being an alternate. It was agreed by the Commissioners to defer this decision until the next meeting and (pending further discussion with the candidates) decide on a recommendation by Mr. Brillhart.
- ii. Commissioner Lyons noted that consistently going to NACo creates a presence for the County as well as being informative. Commissioner Cakounes said that the County was a member.

*Commissioner Cakounes made a motion to appoint Commissioner Lyons to the National Association of Counties (NACo) for the customary term of one year for 2016. 2<sup>nd</sup> by Commissioner Lyons. The motion passed, 3-0-0.*

#### **IV. New Business**

There were no new business items.

#### **V. Commissioner's Actions**

##### **Meeting Minutes**

- i. Commissioner Cakounes made a motion to approve the Regular Session Minutes of December 16, 2015. 2<sup>nd</sup> by Commissioner Lyons. The motion passed, 30-0.*
- ii. Commissioner Cakounes made a motion to approve the Special Meeting Minutes of January 4, 2016. 2<sup>nd</sup> by Commissioner Lyons. The motion passed, 3-0-0.*
- iii. Commissioner Cakounes made a motion to approve the Regular Session Minutes of January 6, 2016. 2<sup>nd</sup> by Commissioner Lyons. The motion passed, 3-0-0.*

##### **Summary of Actions**

Commissioner Flynn asked for a Vote to Approve the Summary of Actions over \$25,000 (including Prepayment and Transfer requests, Bid Awards, Contracts and Contract Amendments and New Fund Establishments).

Regarding Item 4 under Contracts, the request to approve a contract for Cape Light Compact's Energy Efficiency Plan in the amount of \$14,590,992.83 \$14, Commissioner Cakounes said he had previously asked, as a customary practice, that such requests be accompanied by a footnote affirming that a previous Board had voted to approve the item and also affirming the date that Board voted to approve the item. Commissioner Flynn requested tabling this item until the next meeting when acknowledgement of a vote by Cape Light Compact could be provided.

Regarding Item 2 under Contracts (to transfer \$290,000 of license plate revenue) and Item 7 under Other (approval and implementation of the Cape Cod Classification Study), Commissioner Cakounes said that further discussion was needed on Items 2 and 7 and that he had numerous questions: what is the end-date for the grant to the Cape Cod Commission Classification Study; what is the status of the study; and would it better serve the public if small businesses received. In addition,

Commissioner Cakounes requested that these items be tabled for this meeting and placed on a future agenda under General Business due to the effect Items 2 and 7 could have on County Government, employees' health benefits and the budget. The Study is a 60-page document that needs more time and attention, and which may be an Executive Session items. Commissioner Flynn noted in regard to Item 2 that it has been a recurring decision for the past three years by the Economic Development Council to use License Plate Funds to support this effort Cape Cod Commission. In regard to Item 7, Commissioner Flynn said

it would be part of the Budget discussion later today. Commissioner Lyons suggested tabling these items until a later point in this meeting when the parties requesting Items 2, 4 and 7 could be present to answer questions.

*Commissioner Cakounes made a motion that Item 2, Execute the Amendment to the Contract between the Cape Cod Economic Development Council and the Cape Cod Commission in the amount of \$290,000.00 for the approval of License Plate Revenue to fund the Cape Cod Commission FY 2017 Work Plan, for the period of July 1, 2016 to June 30, 2017, be scheduled on a future Agenda as an Item under General Business. 2nd by Commissioner Flynn. The motion passed, 2-0-1, with Commissioner Lyons abstaining from the vote.*

*Commissioner Cakounes made a motion that Item 7 Approve the implementation of the proposed Cape Cod Commission Classification Study by Human Resources Services, Inc. for the initial cost of \$24,000.00, be scheduled on the following week's Agenda as an Item under General Business. 2nd by Commissioner Flynn. The motion passed, 3-0-0.*

*Commissioner Cakounes made a motion to approve the Summary of Actions as presented with the removal of Item 2 (transfer \$290,000.00 license plate revenue), Item 7 (approval and implementation of Cape Cod Commission Classification Study and Item 4 (execute Contract between Barnstable County [Cape Light Compact] and Rise Engineering). 2nd by Commissioner Lyons. The motion passed unanimously, 3-0-0.*

## CONTRACTS

1. Execute the Contract between Barnstable County (Cape Cod Commission) and the Massachusetts Department of Transportation in the amount of \$50,000.00 to provide the opportunity for Barnstable County' municipalities to install modern bicycle public infrastructure on public property within the region at a reduced cost, with execution through June 30, 2017.
2. Execute the Amendment to the Contract between the Cape Cod Economic Development Council and the Cape Cod Commission in the amount of \$290,000.00 for the approval of License Plate Revenue to fund the Cape Cod Commission FY 2017 Work Plan, for the period of July 1, 2016 to June 30, 2017.
3. Execute the Contract between Barnstable County (Cape Light Compact) and Aecern, LLC in the amount of \$9,750.00 for the development of a mobile energy audit application for mobile devices; a teach and student Be Energy Efficient (BEES) account for BEES online lesson plans and learning activities; and technical support for the BEES program, for the period of December 1, 2015 to December 31, 2016.
4. Execute the 11<sup>th</sup> Amendment, Exhibit B – Budget, to the Contract between Barnstable County (Cape Light Compact) and Rise Engineering, Inc., to provide Lead Vendor Services to the Home Energy Services Program in Connection with the Cape Light Compact's Energy Efficiency Plan in the amount of \$14,590,992.83, for the period of January 1, 2016 to December 31, 2016.

### BID AWARDS

5. Award the Bid to Balise Ford for a purchase of a 2016 Ford F350 for the Facilities Department in the amount of \$39,946.00

### NEW FUND ESTABLISHMENTS

6. Execute the request from Barnstable County (Cape Cod Commission) to establish a New Fund in the amount of \$50,000 for the Bike Rack Program to be funded by the Massachusetts Department of Transportation, with execution through June 30, 2017.

### OTHER

7. Approve the implementation of the proposed Cape Cod Commission Classification Study by Human Resources Services, Inc. for the initial cost of \$24,000.00.

### CHAIR ONLY

8. Execute Certificate for Dissolving Betterments for James R. Goetschius and H. Maxine Goetschius.
9. Execute Certificate for Dissolving Betterments for William P. DeSousa and Troy L. Mauk.
10. Execute Certificate for Dissolving Betterments for Paul E. Nader and Cheryl A. Nader.
11. Execute Certificate for Dissolving Betterments for Richard V. Berard and Melissa R. Berard.
12. Execute Certificate for Dissolving Betterments for Mary Mendoza.
13. Execute Certificate for Dissolving Betterments for Delphina A. Andres, Trustee, Antlers Shore Realty Trust, u/d/t dated November 1, 2007
14. Execute Certificate for Dissolving Betterments for Donald J. Eason and Mary A. Eason
15. Execute Certificate for Dissolving Betterments for Lila S. Grilli.
16. Execute Certificate for Dissolving Betterments for John F. Corbett, Jr. and Terri Corbett.
17. Execute Certificate for Dissolving Betterments for Charles E. Kulik
18. Execute Certificate for Dissolving Betterments for Ronald T. Newcomb and Marguerite G. Newcomb
19. Execute Certificate for Dissolving Betterments for Malcomb F. Morse, Jr. and Janice N. Morse

Commissioner Flynn recessed the meeting at 12:15 p.m.

Commissioner Flynn reconvened the meeting at 1:00 p.m.

## **II. Budget Review (continued)**

### **d. Cape Cod Commission**

Commissioner Flynn stated, in advance of the Cape Cod Commission's budget presentation, that County Funds in years past helped to support the Cape Cod Commission in the amount

of \$100,000 or more annually. However, since Paul Niewziecki's leadership in recent years, the Commission has become a self-sustaining organization with the exception of the 208 Plan (a watershed-based approach to restore embayment water quality on Cape Cod) Joint Initiative funds.

Paul Niedzwiecki, Executive Director; Patty Daily, Deputy Director, Gaily Coyne Chief Financial Officer; and Kristy Senatori, Deputy Director for the Cape Cod Commission presented on behalf of the Commission.

Mr. Niedzwiecki said that the Commission was initially supported by \$150,000 of County money when he first started and confirmed that they are self-supporting now. Government provided discrete services not supported by other means and also support regional goals initiatives of the 15 Towns in the County. He noted that people state at Budget Time that the Commission's budget is bloated. However, he said that Commission staff has decreased in recent years. Also, the Commission cost Cape Cod residents \$11.00/household 25 years ago and has increased only to \$18.00/household. He also noted that Economic Development Council (EDC) money was an issue. However, it was part of a Council to support local Towns by removing regulatory barriers and supporting their infrastructure plans. Finally, Mr. Niedzwiecki said that the total FY 2017 budget presented to the Board of Commissioners increased by less than 1%. He believed the Cape Cod Commission to be one of the best, fiscally managed public entities in the country.

Ms. Coyne reviewed highlights from the Cape Cod Commission's budget proposal and presented documents that were in addition to the Finance budget report. The following highlights pertained to the Commission's Revenue:

- An unrestricted fund balance of 1.3 million dollars
- A restricted balance of over 3 million dollars
- An overall budget increase of less than 1% from FY 2016 to FY 2017
- Proposed to increase the assessment by 2.5%
- Department revenues appears stable
- Grants are stable except the HOME program made a motion to the Resource Development Office
- The Economic Development Council voted in 2015 to continue the Grant to the Commission

In regard to the Commission's expenditures, Ms. Coyne noted these highlights:

- Same staffing level as last year except for the one HOME program position (nearly 80% of their budget is for staff)
- Budgeted a 2% cost of living adjustment built into the salary reserve
- Built in longevity and sick buy-back program as well

- Fringe benefits included a 10% increase for health benefits and a .9% reduction for retirement.
- Cuts were made to some line items such as software purchases (which were consolidated into licensing) and supplies.
- There was a new line item for liability insurance at \$7,000.00.
- It includes a capital request to consider purchasing office space for the Cape Cod Commission, which is .25 million dollars – with the lease due for expiration in 2018. Neither the bonding capacity nor the funding source has been discussed with Finance.
- There were Joint Initiatives funding requests for the Region-wide Area Network, Joint Communications Program, E-permitting, GIS Enterprise software licensing agreement and other technical initiatives. Town Managers are interested in performance management software.
- On the revenue side the Commission is expecting \$285,000 from Enterprise Management and \$100,000 from Performance Management.

Mr. Niedzwiecki said that the startup cost associated with e-permitting data conversion is prohibitive to Towns with close budgets. Also, some revenue estimates have not been met due to some Towns not participating in programs like the Regional Fly-Over Program. The five-year plan of the Commission is to be self-sustaining. If the Cape Cod Commission were to require full cost recovery from the Towns for programs, the Commission would have to offer fewer programs. If the County subsidized investments in these programs, it would lead to self-sustaining programs.

In response to Commissioner Cakounes, Ms. Coyne said that \$963,230 was the total for Joint Initiatives for FY 2017 and \$578,230 the total from the County's General Funds. Mr. Niedzwiecki said that the Cape Cod Commission would consider cutting personnel if the \$578,230 is not available on the e-permitting side. Commissioner Cakounes noted that the County would make priority-based cuts to Joint Initiative line items listed under the \$578,000. Mr. Niedzwiecki said that the Cape Cod Commission would create a prioritized, program-based report for further budget review.

Commissioner Flynn stated that the e-permitting provided immense value to the residents, and supported the request for a prioritized, program-based budget. Commissioner Lyons said that such programs are part of the U.S. Government push to create e-networks throughout the country.

Commissioner Cakounes informed Mr. Niedzwiecki that the Compensation Plan would be placed on a future agenda under General Business. Mr. Niedzwiecki said the Commission had already restructured using the new system and it included a \$20,000 increase in salaries. Commissioner Cakounes said system is entirely different than the one used by the County and that the Cape Cod Commission had already budgeted for this.

Commissioner Flynn recessed the meeting at 1:45 p.m.

Commissioner Flynn reconvened the meeting at 2:00 p.m.

### **III. General Business (continued)**

#### **a. Final Report by the Barnstable County Fire Rescue Training Academy Building Needs Assessment Committee – W. Barnstable Fire Chief Joe Maruca, Chairman**

Commissioner Flynn said that she was the liaison to the Fire & Rescue Training Academy Building Needs Assessment Committee, and found that the Needs Assessment Committee worked very hard on this report in assessing the needs of the Community in terms of fire training. She then requested that Fire Chiefs and Committee members in attendance introduce themselves and the Town each one represented. They introduced themselves in the following order:

- Robert Moran, Fire Chief, Brewster Fire Department
- Michael Trovato, Provincetown Fire Chief
- Philip Simonian, Chief, Yarmouth
- Mark Dellner, Fire Chief, Dennis Fire Department
- Walter Stecchi, Fire Chief, Joint Base Cape Cod Fire Department
- Michael Winn, Fire Chief, Centerville, Osterville and Marstons Mills
- Francis Pulsifer, Chief, Barnstable Fire Department
- Thomas Rullo, Chief, Mashpee Fire Department
- Joseph Maruca, Fire Chief, West Barnstable Fire Department and Committee Chairman
- Ed McManus, Harwich Committee Member
- Teresa Martin, Committee Member
- Edward Lewis, Committee Member

Mr. Maruca noted that Anthony Pike, Committee Member, was unable to attend the meeting. Mr. Maruca proceeded to present the Needs Assessment Report to the Board of Commissioners. The Committee was asked last spring to assess the need for fire training on Cape Cod, the physical and financial needs of the Academy as well as assess recent issues. The Committee was also asked to assess if it made sense to move the location of the Academy. Mr. Maruca said that the 29-page report was readable, clear and successfully addressed all of the concerns. Mr. Maruca said that the Committee spoke to the Academy Staff, the Commissioners and the Fire Chiefs. The issues were complex and solutions were not easy; therefore, the recommendations in the assessment would be a four – five (4 – 5) year project. The Committee found four general areas of issues as follows:

1. *The primary reason for questioning the value of the Academy was that there is already a State Academy.* Mr. Maruca said the missions of the two Academies were different. The State Academy trains new recruits whereas the FRTA performs refresher training for existing staff on new technologies. The State Academy was not designed to provide this type of service. If the

Cape did not have the Academy, the necessary training would not take place and local communities could not afford it. In addition, some communities have firefighters with other jobs, and it would not be practical for those people to go to the State Academy. The Academy also lowers local homeowners' insurance rates, but it was hard to quantify that fact. Finally, Cape Cod has one of the most intricate mutual aid systems in the State. It's a regular practice for local fire and police Departments to cross town lines and perform cross-training. The latter also save taxpayers' money.

2. *Financially, the County has been existing on State Funding for the Academy.* It costs the County \$400.00/year to operate .The timing is right for the County to address this issue. Per a conversation with the State Fire Marshall, the County should be working with the State to provide \$210,000/year of training funds out of the State Fire & Services Training budget for Cape Cod. Other communities and counties receive funds from this budget for technical rescue projects. The County must work to obtain funding quickly from the State to remove financial pressure. Otherwise, Joe Maruca said that the Academy does a good job of self-subsidizing via fire-training contracts it receives from off-Cape groups.
3. *There are environmental issues that have a long history and were the crisis that caused the existence of the Academy, particularly PFOS* (perfluorooctanesulfonic acid). Mr. Maruca said that shutting down the Academy in response to this crisis would not relieve the costs of dealing with the pollution. The costs of closure, such as removing existing structures, cleaning the site, re-siting the academy, exceed the costs of fixing the problem. Also, the Fire Chiefs are not well-educated about the environmental issues with PFOS. It's an emerging issue, and PFOS exist everywhere in the environment. Therefore, the County needs to determine distinguish what can and cannot be done better than in the past. The Academy needs policies and controls.
4. *Management and oversight are issues.* The Academy is a microcosm of the issues facing Barnstable County. At the Academy management issues have trickled down to the department level. The Academy needs a financial plan, a strategic plan and administration. It has been working without oversight for over a decade.

The recommendations of the Needs Assessment Committee are:

- The Academy should remain in its current location and operational as a part of County Government.
- The County should seek an earmark of \$210,000 from the State Fire Service Budget that coincides with what is needed to take the County money out of the Academy.
- To address environmental and capital concerns, the Academy site needs drainage, berms and science-based methods to catch wastewater.

Mr. Maruca asked for questions from the Commissioners.

Commissioner Cakounes first thanked the Committee members for their time and effort and assured them, first, that their request for DSF funds would be acted upon quickly and that this report would not just sit on a shelf. He expressed his hope that the Chair would put the Committee's recommendations on a future Agenda for discussion. Next, he stated that it was a top priority that a Board of Directors be created for the Academy. Finally, in the Best Practices/Operations Manual utilized by the Academy a new section should be added on environmental needs and necessary structural needs.

Commissioner Lyons said the report brings up more questions, but agreed with Commissioner Cakounes' recommendations. She added a recommendation that the Committee speak with the County Emergency Response group to see if there are other opportunities for funding beyond the DSF funding. Finally, she said that report cleared many unknowns and assumptions about the Academy, and appreciated the commitment of the Fire Chiefs.

Commissioner Flynn noted again the Committee's hard work. The report really defines the importance of the Academy as well as the training need. It was rewarding for her to see them work together and collect information from the various Towns. Commissioner Flynn agreed with Mr. Maruca that the County and Towns cannot afford to send regular staff to the State Academy. Finally, the Cape can be insular. The overview on funding from the State Fire Marshal showed the County an opportunity to reach out to State officials for assistance in obtaining funds. The Board is committed to working with the Committee to meet the structural and other needs at the Academy.

Mr. Tucker of the Fire Rescue Training Academy noted that the Committee had already reached out to elected officials in September, who promised to contact the Committee in February 2016 regarding Department of Fire Services funding. The Committee has also reached out to Nantucket to see if that Community will collaborate with the County, which would increase funding.

Mr. Dellner spoke in support of the Academy and said that the Town of Dennis uses the Academy. It is also a focal point for Cape Cod fires services. Commissioner Cakounes asked Mr. Dellner to reach out to other communities that do not agree with the value of the Academy.

Mr. Lewis of Brewster commended and thanked Mr. Maruca for the enormous amount of work putting all of the information together. Mr. Lewis asked that the Fire Chiefs speak to the County Assembly and local boards in support of the Academy.

Teresa Martin of Easthampton said that the Academy is an example of how the County can be efficient and can work together to achieve what one Town cannot.

Ed McManus of Harwich said he had the opportunity to raise this issue with legislators and seek support. The State Department of Fire Services funds originate from a surcharge and Cape Cod should benefit from it as do other Counties and Towns. He also stated that the Academy could build a first class emergency medical training program.

Mr. Moran said that his Department is the largest combination Department on Cape Cod and could not function without the services of the Academy. He felt that a Cape Cod Times article did not address the positive functions the Academy could serve in the future. He also noted that 3,200 firefighters had been trained at the Academy.

Mr. Trovato stated that Provincetown could not survive without the Barnstable County Fire Training Academy.

*Commissioner Cakounes made a motion to accept the final report on the Fire Rescue Training Academy submitted by the Fire Rescue Training Academy Needs Assessment Committee and to thank the Committee Members for their service to Barnstable County. 2nd by Commissioner Lyons. The motion passed unanimously, 3-0-0.*

Commissioner Cakounes noted that the Committee Members had accomplished their task, but expressed the hope that Committee will be available in the future for questions and community outreach. Commissioner Flynn concluded that training for Cape Cod Firefighters is necessary due to the changing needs of Cape Cod communities. Commissioner Lyons stated that there is still a need for a Committee because the Commissioners are not the experts in this area; a Board should be established to ensure actions are taken on the recommendations.

### **III. General Business (continued)**

#### **Item e Discussion**

Mr. Sumner presented the recommendations by the County Administrator Screening Committee. First, he introduced the Screening Committee Members, except for Julia Taylor who was not present.

- Roger Putnam
- Eric Turkington
- Don Howell
- Marylou Petite
- Mary LeClaire

Mr. Sumner said that the Committee initially received 23 applications for the County Administrator role. Eight candidates were interviewed; two of four finally selected candidates withdrew. A second round of ads were placed from which the Committee received nine more

applications. Two candidates were interviewed from this group. The Committee selected three final candidates to recommend to the Board of Commissioners. The Committee's recommendations are:

- Paul Dauphinais is currently the Executive Director for the Alaska Public Commission and a former Executive Director for the Chamber of Commerce. He also worked in Community Colleges and as a Chief Engineer in the U.S. Navy.
- Joseph MacRitchie was the Executive Director for the Quincy Housing Authority and a City Solicitor.
- John Yunits is a private practice attorney as well as the former Mayor and Chief Executive Officer for the City of Brockton

Mr. Sumner thanked the Collins Center and Richard Kobayashi, who headed this process, for their guidance.

Mr. Howell noted that the candidates had a number of skillsets that do not show up on their resumes.

Mary Lou Petit noted that the Search Committee was an effective one with the required experience in government.

Eric Turkington urged the Commissioner to act quickly in selecting a candidate because qualified candidates will move on to other opportunities. Mary LeClaire supported this statement.

*Commissioner Cakounes made a motion to accept the recommendation of the three final candidates for the County Administrator position by the County Administrator Screening Committee and also thanked the Committee for their service to Barnstable County. The motion was seconded by Commissioner Lyons. The motion passed unanimously, 3-0-0.*

The Commissioners thanked the Committee for their work and dedication. The Commissioners agreed to forward the names of the three final candidates to Justyna Marczak and to try and conduct the interviews in one day within the next week. Commissioner Flynn said that it's mandatory for the Commissioners to ask the same questions of each candidate. Mr. Sumner noted that all three candidates agreed to release their names to the public.

Commissioner Cakounes formally requested that the Fire & Rescue Training Academy Building Needs Assessment Report be officially placed on an Agenda so that an implementation strategy can be undertaken and visible to the public.

### **County Administrator's Report**

The County Administrator did not have a report.

**Commissioners' Reports**

There were no reports by the Commissioners.

*Commissioner Cakounes made the motion to adjourn the meeting. 2nd by Commissioner Lyons. The motion passed unanimously, 3-0-0.*

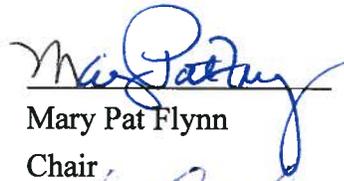
Respectfully Submitted,  
Denise Bradford – Administrative Assistant

Attest:

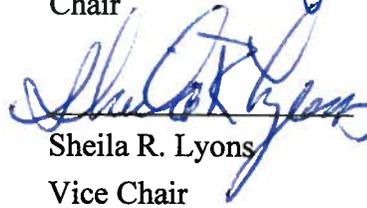


County Clerk

The foregoing records have been read and approved.



Mary Pat Flynn  
Chair



Sheila R. Lyons  
Vice Chair

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Leo Cakounes  
Commissioner