

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Natural Resources
DRAFT Minutes
February 25, 2015

The Standing Committee on Natural Resources met to review the 2016 proposed budgets of the Cape Cod Commission (excluding Economic Development), Health & Environment, the Cooperative Extension, and the Cape Cod Water Protection Collaborative on February 25, 2015, beginning at 3:00 p.m.

Committee members present: Chairman Ned Hitchcock, Edward Lewis, Edward McManus and Linda Zuern.

1:00 PM: Cape Cod Commission

Executive Director Paul Niedzwiecki, Gail Coyne, Patty Daley and Kristy Senatori met with the committee and highlighted the major changes and priorities in the FY16 proposed budget.

The expense side of the CCC budget is increasing .02% or approximately \$12,000 and on the revenue side the CCC anticipates taking the 2.5% allowed increase.

Gail Coyne referenced the CCC revenue and expense sheets located in the budget book (pages 14 through 18). Upon further examination it was determined that a revised page 14, provided by Gail Coyne, should replace the existing page in the budget book.

Salaries constitute 80% of the budget. In FY16 salaries are decreasing due to vacancy cuts. Fringe benefits are increasing with health insurance rates budgeted at a 10% increase and retirement at a 5% increase but due to staffing changes the fringe account is only increasing by 2.6%. In-State Travel is decreasing and Out-of-State Travel is increasing.

Several consulting lines are increasing for technical assistance. Software is increasing due to GIS needs. The HOME Program costs and revenue offset are also included in the FY CCC budget. A transition from the CCC to Human Services has been suggested by the County Commissioner for efficiencies. However it is also currently being budgeted within the Human Services budget and Beth Albert will speak about the transition when she meets with the Health & Human Services Committee.

Consulting lines for Joint Initiatives will decrease in FY16. However, offsetting the decrease are two new initiatives: consulting and equipment for unified communications with towns through a pilot project involving IT; and an enterprise license agreement for GIS mapping.

Linda Zuern expressed an interest in seeing a program budget for the various projects. Edward Lewis would like descriptions of the various projects.

Salary reserves are set aside for COLAs and other position changes throughout the year. A COLA of 2% has been budgeted but not yet voted by the County Commissioners. All staff is non-union and there is only one contracted position (Executive Director).

When asked by Edward McManus, Gail Coyne confirmed that revenues for the HOME Program are located in the grant line.

Gail Coyne also confirmed to Linda Zuern that step increases are typically 3%.

Edward Lewis would like to know what the individual CCEPF assessments are to each town.

The CCC currently rents office space but there is a desire to consolidate and possibly relocate within the County structure. A Building Space Needs Committee is reviewing information now and a report to the County Commissioners should be ready within the next several months.

Motion made by Edward Lewis, and seconded, to support the Cape Cod Commission FY16 proposed budget and forward to the Finance Committee. Motion carried 3-0-1. Linda Zuern abstained.

1:30 PM: Health & Environment

George Heufelder and Sean O'Brien met with the committee and identified the major changes within the FY16 proposed budget. There is a new position budgeted in the laboratory. There will be a total cost recovery and this position will also enhance the ability of the laboratory.

The capital plan reflects replacement of equipment necessary for maintenance of the laboratory.

Agents are sent from the County to other towns in order to cover absences and there is some cost recovery.

There are very few step increases anticipated at 3%. There are 37 department staff and some are part-time. There are additional hires in the summertime for beach testing, lab and sanitation purposes. The Health Department provides a service to the towns with a watchful eye on the level of service the County is providing. When the demand increases there is a cost recovery expectation.

Edward Lewis would like to review an estimated cost recovery schedule for laboratory services and other services provided to the towns so it can be compared against the cost of the service being provided.

Health insurance costs for the entire department have all been placed in one account line for FY16. In the past health insurance costs for tobacco and the CDC were separated. Therefore this increase reflects a consolidated health insurance expense. If separated out the increase as compared to FY15 would be approximately 10%.

George Heufelder confirmed to Linda Zuern that expenses for extended services to towns are being recovered. Staff services that are being provided are limited to a few months and then re-examined for cost recovery.

The committee would like to receive a report of lab revenues for FY14, FY15 to date and projected for FY16 for review and historical purposes.

Motion made by Edward McManus, and seconded, to accept the Health & Environment FY16 proposed budget and forward to the Finance Committee. Motion carried 4-0-0.

2:00 PM: Cooperative Extension Service

Bill Clark and Michael Maguire met with the committee and provided a department overview to the committee. The Cooperative Extension is the education department for the County including a division for Marine, Hazardous Waste, 4H, Nutrition, Horticulture encompassing Tic and Lyme disease, a Marine Explorer Program, and wildfire planning. Linda Zuern asked if the 4H Program was self-sustaining. It is not. Fees cover approximately less than 10% of the cost of the program.

The department budget has a proposed increase of approximately \$156,000. The increase can be attributed to a 10% anticipated increase for health insurance, step increases, and a new position for a Community Rating System Coordinator. A handout was provided to explain the program and will be attached to the minutes and available for viewing at the Clerk's Office. This is a program that could benefit residents of Cape towns by providing reduced flood insurance premiums. 12 Cape Cod towns expressed interest in this program. The cost for the new position

to the County in FY16 will be approximately \$4,000. In FY17, half of the position cost would be covered (or approximately \$30,000), and in FY18 (if no grants were available) the entire cost would be to the County.

A Home-Based Business Program Coordinator position was proposed to the County Commissioners but it was not approved.

Department revenues, exclusive of grants, are approximately \$60,000. The committee would like to receive a report of revenues for the department.

Committee members asked what rationale is used to determine how departments are assigned to standing committees for review purposes. The Clerk will research this question.

The committee would like to receive a budgeted versus actual revenue report for FY14, FY15 to date, and proposed for FY16.

Motion made by Edward McManus, and seconded, to accept the Cooperative Extension FY16 proposed budget and forward to the Finance Committee. Motion carried 4-0-0.

2:30 PM: Cape Cod Water Protection Collaborative

Andrew Gottlieb and Larry Ballantine met with the committee to present an overview of their activities and discuss the water collaborative FY16 proposed budget.

Costs for a professional service consultant will remain the same at \$77,000. This cost has not changed in the 8 years it has been in existence. In FY16 the advertising budget line of \$25,000 will move to the profession services line - it was being used for supplies and materials. This consolidation creates efficiency within the accounting process and for provides better accuracy within the budgeting process. The \$25,000 cannot be added to the consultant's salary.

The total budget increase is \$75,000 for FY16. The municipal support initiatives account line reflects the total increase. These funds will be used to leverage State funds for a project that will create a unified approach to embayment restoration. It will not only encompass the South side of the Cape but also Buzzards Bay and Cape Cod Bay. Community monitoring costs will be reduced due to a unified approach and bulk for purchasing in bulk. Spending this money will be contingent upon receiving a 1 to 1 match from the State. The Governing Board is very supportive of the budget change and increase.

There is no dedicated source of funding for this budget. It comes from the General Fund.

Motion made by Edward Lewis, and seconded, to accept the Cape Cod Water Protection Collaborative FY16 proposed budget and forward to the Finance Committee. Motion carried 4-0-0.

The meeting adjourned at 3:00 p.m.

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