

**BARNSTABLE COUNTY ASSEMBLY OF DELEGATES**  
**Standing Committee on Public Services**  
**Minutes**  
**March 9, 2016**

The Standing Committee on Public Services met to review the FY 2017 proposed budgets of the Registry of Deeds, Facilities, the Dredge and Fire Training Academy on March 9, 2016, beginning at 1:30 p.m.

Committee members present: Chairman Marcia King, James Killion, Edward Lewis, Brian O'Malley, and Linda Zuern.

**1:30 PM: Registry of Deeds**

Register of Deeds Jack Meade and Dave Murphy met with the committee to discuss and review the department's proposed FY 2017 budget. A handout was provided to the committee and will be attached to the minutes and available in the Clerk's Office.

The recording volume for FY17 is anticipated to be similar to FY15 and FY16. The goal was to level fund the budget. The department funds 30 positions: with 28 positions currently filled and 2 vacant. Typically, unionized personnel accept what county personnel receive for COLA's and there is no COLA in the proposed county budget for FY17. The group insurance account line has decreased due to staffing changes and a decrease in positions. The total budget request for FY17 represents a 5.2% decrease as compared to FY16.

The department director updated the committee regarding the availability of electronic filing. The number of users taking advantage of electronic filing has increased approximately 10% and is now slightly over 20% and is growing. There are efforts to move the land court into the same direction. The department is looking at automation wherever possible but recognizes the need to maintain a high level of quality. Automation will lead to cost savings in the future.

The department is on track to meet revenue projections for FY16.

**Brian O'Malley motioned, and it was seconded, to forward the proposed Registry of Deeds FY17 budget request of \$2,628,385.30 to the Finance Committee. 5-0-0.**

**2:00 PM: Facilities**

Facilities Director Steve Tebo met with the committee to discuss the proposed FY 2017 department budget. A handout was provided to the committee and will be attached to the minutes and available in the Clerk's Office.

There is an overall decrease in the Facilities Department budget for FY17. The decrease represents a 33% reduction but also reflects the removal of capital expenses from the operating budget.

Several line items were eliminated due to a lack of account activity. A three year costing average for other line accounts resulted in cost reductions for the FY17 budgeting purposes. The department director is comfortable with the methods used to achieve the budget as presented. Within the next few years the mail clerk position might be eliminated but a janitorial position may be added due to space renovations that are adding to county office occupancy.

The director explained to the committee the process involved with state reimbursement for capital expenses and leases to the county. An increase in leased space to the state will result in higher revenues. These revenues could be realized in FY16 or possibly not until FY17. It is uncertain at this time and not yet reflected in anticipated revenues for FY17. The overall county complex master lease reimbursement rate will increase from 63% to 75%. The Cape Light

Compact reimburses the county and the Cape Cod Commission reimburses the county for janitorial maintenance.

**Edward Lewis motioned, and it was seconded, to forward the proposed Facilities FY17 budget of \$2,442,257 to the Finance Committee. 5-0-0.**

**2:30 PM: Dredge**

Finance Assistant Bob Lawton met with the committee to discuss the proposed FY 2017 County Dredge budget. A handout was provided to the committee and will be attached to the minutes and available in the Clerk's Office.

The dredge is an enterprise fund and is level funded for FY17 based on the expectations of contracts with towns that will be equal to or greater than FY16.

Draft specifications for a second dredge are done and will mechanically mirror the current dredge. The ability to use interchangeable parts (between the new and old dredge) will save time and money. Authorization for this project was granted several years ago and it will need to go forward or the timing mechanism for authorization and borrowing will lapse.

The second (or new) dredge will be slightly larger but the mechanics will be the same and anticipated to cost 2 million dollars to build. A smaller dredge was not recommended because there would not be sufficient project volume to make it worthwhile. Private companies could be considered by towns that have the need to dredge smaller estuaries and ponds. Principal and interest funding for a new dredge is included in the FY17 budget.

Mary McIsaac provided an explanation of the sub-group account that included an expense line of \$1,000 for unpaid bills.

**Brian O'Malley motioned, and it was seconded, to forward the proposed County Dredge FY17 budget of \$1,697,504 to the Finance Committee. 5-0-0.**

**3:00 PM: Fire Training Academy**

Fire Training Academy Deputy Director Paul Tucker met with the committee to discuss the proposed FY17 budget for the Fire Training Academy. A handout was provided to the committee and will be attached to the minutes and available in the Clerk's Office.

There were significant decreases to the Fire Academy proposed budget for FY17. The largest reduction was to the account representing retirement and group insurance of approximately \$30,000. This was a result of the retirement of the director and deputy director who were replaced with part-time positions. Reductions in other account lines were a result of using the three year average method as recommended by the Finance Director. Revenues for FY16 are anticipated at approximately \$214,000. A fee (rental) schedule for department services and facility use was reviewed by the committee.

There were some issues regarding accountability and the department director and deputy director are working with the county's IT Department to obtain information from a department computer that would be helpful for planning purposes. A committee member expressed interest in consideration of a full-time director that would be accountable and available to oversee the Fire Academy operation.

The Fire Academy is in the process of requesting \$210,750 in earmark funds from the Massachusetts Fire Services which will be used to upgrade equipment and training props. These funds can be requested annually.

Marketing is being done by the Director and Deputy Director in an effort to show towns what the Fire Training Academy can save them by providing cost effective training services. A larger more comprehensive plan (to include larger fire departments) is a few years away from happening. Equipment will need to be upgraded first. It was also suggested that the creation of a special revenue account should be considered for specific fees generated by the Fire Academy related to the replacement of equipment and building expenses.

There is interest in developing programs and fees that could make the Fire Training Academy operation self-sustaining.

**Brian O'Malley motioned, and it was seconded, to forward the proposed Fire Academy Training FY17 budget of \$443,555 to the Finance Committee. 5-0-0.**

The meeting was adjourned at 3:45 p.m.

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