

**CAPE COD REGIONAL GOVERNMENT - ASSEMBLY OF DELEGATES
THE CHAMBER OF THE ASSEMBLY OF DELEGATES @ 4:00 P.M.
FIRST DISTRICT COURTHOUSE
ROUTE 6A, BARNSTABLE, MA 022630**

APPROVED Journal of Proceedings - February 7, 2018

Call to Order

Speaker MCAULIFFE: It's 4 o'clock. I'm calling to order the Assembly of Delegates of the Cape Cod Regional Government. It's, as I said, 4:00 p.m., Wednesday, February 7, 2018. Is there anyone recording other than our regular transcriber? Thank you.

I would like to start with a moment of silence to honor our troops who have died in service to our country and all those who are serving our country in the Armed Forces.

(Moment of silence.)

Speaker MCAULIFFE: Thank you. Please rise for the Pledge of Allegiance.

(Pledge of Allegiance.)

Speaker MCAULIFFE: Thank you. Will the Clerk please call the roll?

Roll Call

**Roll Call Attendance (13.07%): Edward Atwood (2.30 – Eastham), Ronald Bergstrom (2.84% - Chatham), Mary Chaffee (4.55% - Brewster), Lilli-Ann Green - (1.27% - Wellfleet), Christopher Kanaga (2.73% - Orleans), James Killion (9.58% - Sandwich), E. Suzanne McAuliffe (11.02% - Yarmouth), Deborah McCutcheon (0.93% - Truro), Edward McManus (5.67% - Harwich), Susan Moran (14.61% - Falmouth), Brian O'Malley (1.36% – Provincetown), Patrick Princi (20.92% - Barnstable), Linda Zuern (9.15% - Bourne).
Arrived Late (6.49%): Thomas O'Hara (6.49% - Mashpee – arrived @ 4:05 P.M.).**

Absent (6.58%): John Ohman (6.58% - Dennis).

Clerk O'CONNELL: Madam Speaker, you have a quorum present with 86.93 percent of the Delegates present; 13.07 percent absent.

Speaker MCAULIFFE: Thank you.

Approval of the Calendar of Business

Speaker MCAULIFFE: Is there a motion for approval of the calendar of business?

Deputy Speaker MCCUTCHEON: So, moved.

Ms. CHAFFEE: Second.

Speaker MCAULIFFE: Any discussion? All those in favor? Aye. Any opposed? It passes unanimously.

(Motion passed.)

Approval of the Journal of Proceedings of February 7, 2018

Speaker MCAULIFFE: And a motion to approve the Journal of January 17, 2018?

Mr. O'MALLEY: Madam Speaker, I move approval of the journal as distributed having read it and found no substantive need for corrections.

Speaker MCAULIFFE: And there's a second?

Deputy Speaker MCCUTCHEON: Second.

Speaker MCAULIFFE: Any discussion? All those in favor? Aye. Any opposed? It passes unanimously.

(Motion passed.)

Summary: Communications from the Board of Regional Commissioners

- Commissioner Cakounes updated Assembly on Board actions on 1/24 and 1/31/18 and 2/7/18
- Budget reviews and deliberations completed
- Cape Cod Commission Executive Committee recommended Kristy Senatori be appointed as acting director
- Commissioners voted 2 to 1 to appoint Kristy Senatori as acting director and begin contract negotiations
- Commissioners submitted Proposed Ordinances for FY19 Operating Budget, Capital Budget, and Dredge Budget (Enterprise Fund)
- Update on housing status with Americorps

Details

Speaker MCAULIFFE: We are at the communications and report on County issues from the Board of Regional Commissioners.

And this will be followed by submission from the Commissioners, the County Administrator, and Finance Director of the ordinances for the Operating and Capital Budgets.

So, we have two Commissioners here and our County Administrator and our Director of Finance.

Welcome.

Commissioner CAKOUNES: Thank you. I have to put this on because I have to do some reading. So, bear with me here.

It has been three weeks since I have been before you. So, I have three meetings to report on. I will go back to the furthest one back, then do the January 31, and then today, February 7th. And then we'll ask the Finance Director to step up to the table as we hand in the budgets.

So, with that, I'll start on the January 31 -- sorry January 24 meeting. It was a lengthy meeting. There was some things here and because of your agenda today, I'm not going to go through every one of the Commissioner's actions like I normally would. We did a lot of grant application approvals and executions of grants and also the creations of funds in order to receive those grants.

So, I would respectfully ask that you, if you have any questions, please review the agenda, and I'll be more than happy to address those at a later date. But today I'm not going to read all of them. There's quite a few, there's probably 15 of

them.

But we did approve the minutes of meetings beforehand, January 10th and January 17th.

We started our budget review, or I should say we continued our budget review. We had the Cape Cod Commission. We also, for the first time, had the Capital Budget on our agenda. And we also had and began our general budget discussions on that day. And I, as chair, laid out how I was going to approach the budget after it was presented to us.

And I will report in the following two meetings how we had deliberations; how we took in amendments, if you will, to the proposed budget, and voted them. And, subsequently, ended up with a document that we'll be turning into you today.

One really important thing that happened back on the 24th, and I think you all know this, but I didn't officially report it to you, but we received a correspondence from Harold Mitchell, who is the Chairman of the Cape Cod Commission; he's actually the Chairman of the Executive Board too, and it was dated January 11, 2018.

And, basically, the contents of the letter was that the executive committee was recommending the appointment as an Acting Executive Director of Kristy Senatori.

So, our board took up -- took a lengthy discussion on that action, and we ended up voting 2 to 1 to accept their recommendations, and then the board further authorized the chair to begin contract negotiations.

And I have been doing that, and just to follow this up on this one, we will be having an executive session next week where we intend, or I intend on bringing forward the contract and completing those negotiations in executive session. And then, hopefully, we're going back into open session and announcing to the public the results of that.

In the letter, you should know that the executive committee asked that we look at signing a contract for no more than one year at this time. And, also, they expressed that they were going to have a review period, and I believe it was on or before October 1, where they would review the job that Ms. Senatori is doing. And then at that time, we'd revisit the idea if they're going to suggest that we go out for a search for a full-time replacement, or if I'm sure the job is being well done that they will recommend that the Commissioners enter into a longer-term contract at that point. So that's where we're at in that situation.

We took up the Capital Budget. The Capital Budget we actually voted last week, and I'll be reporting that in a minute. There are only two items in the Capital Budget.

However, back on the 24th, we did, the County Commissioners did, have a lengthy discussion about adding a third request to the Capital Budget, and that was for some funds to design and look into building and new building. And the discussion really was based and focused on a building for the County Comm -- I mean the Cape Cod Commission. Because as you all know, the Cape Cod Commission pays rent in the current building that they're in. Their lease is up, I believe, in September or October of this year. So, we were kind of wanting to at least put it on the table.

But staff, especially the finance department, recommended to the

County Commissioners that it would not be a good idea to move forward with a bond request at this time because of our current financial situation and wanting to build up our reserves a little bit more, satisfying our requirements with the bond ratings, and just getting ourselves a little bit more stable before we make a commitment to something of that magnitude.

You will see in the bond Capital Budget that there's a deferred request. And the reason why we left that in there is because the Commissioners wanted the Assembly to know that we are thinking about this, and we are hoping to move forward with something in the near future, near future, what, one year, two years out, not sure yet. We've really got to rely on, again, the finances -- the finance department's recommendations on that.

So, subsequently, we moved the Capital Budget from January 24 to January 31 where we actually voted it, and it does only have two items in it, and I'll be presenting that later.

We actually have taken up a number of times the appointments to the Cape Cod -- to the different committees that the Commissioners serve on. And we finally came to an agreement to the list. We will be revisiting that from time to time.

I, personally, have had some issues where I cannot make a lot of the meetings that I am a liaison to. So, we decided -- the Commissioners actually decided to really look at this from time to time and not just let it go a whole year. And if, in fact, we cannot make some of the meetings that we would bring it up and appoint one of the other Commissioners that may feel that they can attend, a better schedule.

We did also have a vote to authorize two new positions on the dredge, and, again, we followed the new hiring policy that is in place on that one.

We had a bunch, again, number of different votes that I'm going to call boilerplate action, and I will leave you to look at the agenda of the 24th. If you have any questions, I'm more than happy to bring it up again if you have any questions. But, again, they were boilerplate actions that we take on different requests from different departments.

That brings us to the 31st. The 31st was the first day of our Budget Workshop. We went through the budget line item by line item and not, I'm sorry, department by department, not line by line, but department by department. There were motions made and seconded. We discussed it. We either approved those motions or denied them. And we pretty much formulated what I would consider the Commissioners' budget.

And then we gave instructions to staff to take all those votes and actions and compile them into a document that we had in front of us today. That made it easy because all the reductions and additions were made, and we were able just to vote the numbers individually, and then the bottom line number. Same process we used last year. It seemed to work very well, so I duplicated it and used it this year.

Again, the Budget Workshop went on for some time. I won't bother going through the votes and the actions because you're going to be getting the budget soon. So, I won't take up your time with that.

We also approved the meeting minutes of January 24. We did, again, have and, again, this is on the 31st, we did have the Capital Budget in front of us. The previous meeting, we postponed it to look at that building that I talked about, but we did actually vote it on the 31st, and it has been voted with a building request as a

deferred request. It is not in the actual ordinance itself.

Two actions that we had; one is just putting some appointments on the HOME Advisory Council, and the other one was authorizing the execution of a new contract with the Massachusetts Department of Fish and Game, Marine Fisheries, and that was just for the disbursement of some state earmarked funds.

We also had a motion to authorize the chair to sign the, again, certificates of dissolving septic betterments.

That brings us today. Today's actions, first in "Public Comment," we had a lot of people show up and talk about AmeriCorps, and they talked about the housing needs for AmeriCorps, which I thought was great.

And I wanted the public to know that, yes, the County will be looking for some housing opportunities but, again, it's not until August. So, I don't want to confuse this. Some people were getting very nervous thinking that we're looking for housing now. That's not the case. We'll be looking for housing in August.

We postponed the vote for the regular session minutes of January 31 only because they were lengthy with the motions and additions and subtractions to the budget, so we wanted to make sure that they were correct, so we postponed that. That will be back next week.

We did have the Budget Workshop, and as I explained earlier, the Budget Workshop was the same version as what we did last year. This year we streamlined the final day, which was today, and, basically, went down every department, gave the opportunity of my fellow Commissioners and myself to once again make an adjustment if they wanted to. And staff was there with the computer and with the right program so that as we made any adjustments or tweaks, they were able to add those in, and we ended up voting the bottom line which, again, you will be seeing in a minute or two.

We did have a proposal with a brief discussion on a memorandum of understanding between the Cape Cod Commission and Barnstable County government. You will have interest in this as we move forward. By the way, for the record, we did not vote anything today on these memorandums of understandings.

But as you get into the budget, you will notice the joint initiatives has, once again, been not funded. There is no more joint initiatives in the budget. And to remind you what that was is that was a pool of money taken from general funds of Barnstable County and moved over into the County Comm -- I mean the Cape Cod Commission so that they could perform certain duties. And because the County Commissioners did not feel that that was a good way of doing it and tracking it and making sure that those monies were expended properly, and if not expended, would come back to County general funds as opposed to being rolled over from year to year which is a practice we're not doing anymore.

We've decided to come up with a new approach, which is have a memorandum of understanding with the Cape Cod Commission, and we will put those funds in the specific department in the general County government and, basically, there will be, for lack of a better explanation, a billing system set up where when the Cape Cod Commission does something for us, for the general government, and we feel that it's within the purvey and the money should be given back to them from general funds, we set up a system like that.

So, there will be a memorandum of understanding coming forward.

The two that were on the table today were a little too specific and a little too complicated, so I think you'll see a much pared-down version, if you will, in the future.

We adopted and voted the Proposed Ordinance 18-to be numbered, which is the Barnstable County's Operating Budget, and I'm going to hand that in to you in a second.

We also voted and adopted another ordinance which is the County Dredge Enterprise Fund Operating Budget. We do these in two separate ordinances. That's just the business of the day.

A number of other, again, boilerplate, I guess, things that we did. We authorized Jack Yunits' time chart as we always do. We also authorized the execution of a grant which is a yearly thing with the Massachusetts Department of Children and Family Services to Children's Cove in the amount of \$140,000.

We also authorized an extension of a grant, and this was an interesting one. There was some \$679,000 and change from the Woods Hole Oceanographic Institute, which goes to the Cooperative Extension, and we were able to actually extend the time frame, not adding any money to it but extending the time frame. We had a little bit of discussion on that, and I always said, kind of jokingly but there's always some truth to even a joke, that it's great that they allow you to do that because in most cases they'd say, well, you haven't spent the money yet, you've got to give it back.

Well, in this case, they didn't say that. You haven't spent it all yet, here, we're going to give you a little bit more time. So, we got an extension on that.

We also had a very small grant of \$1,350 for the Cape Cod Medical Reserve Corps, and this is to provide Narcan to the regional emergency shelters and supplied them for a potential overdose in cases of potential overdose victims at each site.

We also had an authorization for the town of Mashpee to expend some of their monies that the Cape Cod Commission has collected, and I believe it's the mitigation funds is the term that's used. These are funds that are collected from DRIs and other developments in the town of Mashpee. The County holds those funds earmarked for the town specifically and also for specific purposes.

In this case, it was \$450,000, and it was released for the purposes of utilizing nitrogen reduction mitigation to support the design of its proposed wastewater treatment plant. So, that's action that we did today.

Pretty much that sums up and rounds up our three meetings that you guys missed. I'm open for question now through you, Madam Speaker.

Speaker MCAULIFFE: Yes.

Commissioner CAKOUNES: And then I'll officially turn in the three budgets that I talked about and then have Mary come up and talk a little bit about that.

Speaker MCAULIFFE: Before I go to the members, I just wanted to ask a question. You mentioned a lot of grants tonight. And last year around December there was talk of a grant committee to work on the process of helping the County decide who was going to go for grants or just to evaluate grants.

Commissioner CAKOUNES: Yes.

Speaker MCAULIFFE: Is that grant committee still going to be formulated?

Commissioner CAKOUNES: Yes.

Speaker MCAULIFFE: Okay.

Commissioner CAKOUNES: That has nothing to do with the grants that I pointed out in these last three meetings. Those grants that are referred to there are ones that were given to us, or I should say better through us to someone else. But we had to approve the acceptance of them and create a fund.

Speaker MCAULIFFE: Okay.

Commissioner CAKOUNES: Those have nothing to do with the grant fund that you guys helped establish last year that is still sitting, and we have not had any request from it yet, although I anticipate one coming very shortly.

And, yes, I worked it out with Jack. He has a review committee to go over that. And I think, Madam Speaker, you know, you and I should probably sit down and make sure there's participants from the Assembly also involved in that.

But please remember any funds taken from that account have to be done by an ordinance so you would see it anyhow. It's not at our discretion.

Speaker MCAULIFFE: I guess I'm confused. I thought there was going to be a grants committee to review grants that departments of the County were applying for.

Commissioner CAKOUNES: Oh yes, I'm sorry, I misunderstood you. Yes, there is a grant --

Finance Director MCISAAC: Grant Oversight Committee.

Commissioner CAKOUNES: Grant Oversight Committee, yes, that is established.

Speaker MCAULIFFE: That is established.

Commissioner CAKOUNES: Yes.

Speaker MCAULIFFE: There was going to be a member of the Assembly on that; is that still the case?

Administrator YUNITS: We haven't got to that point yet, but we'd like to have a member from the Assembly on it.

Speaker MCAULIFFE: Okay.

Commissioner CAKOUNES: We'll extend the invitation right now. If anybody wants to be on it, let us know.

Speaker MCAULIFFE: Great. Thank you.

Commissioner CAKOUNES: Thank you. I'm sorry; I misunderstood.

Speaker MCAULIFFE: No, no, no. There's three different grants we're talking about.

Commissioner CAKOUNES: Yes.

Speaker MCAULIFFE: Right.

Commissioner CAKOUNES: It's confusing.

Speaker MCAULIFFE: Okay. I'll start with this side.

Yes, Mary.

Ms. CHAFFEE: Thank you, Madam Speaker and thank you, Chairman Cakounes. I have questions for you about the AmeriCorps housing issue.

Can you tell me why the Bourne housing option is no longer going to be an option to house the upper-Cape volunteers? And did I hear you say that the County is committed to finding an alternative and that will happen in time for people to make plans?

Commissioner CAKOUNES: It's happening as we speak. Yes, the County is committed to finding housing for I believe its six members, don't hold me to that number, but it's a small amount of number of the total which is 24 this year -- next year, I mean. So, yes, we are committed to finding housing for them.

There's a number of reasons why the Bourne situation is not applicable anymore. Probably the easiest to say right now publicly is that the Commissioners are really looking at cleaning up those lease arrangements and cleaning up what we're going to do with those in the future. And keeping them as housing for AmeriCorps at this point doesn't seem to be a cost benefit.

There's a lot of options that we're exploring. I'd rather not get into them publicly at this time just for reasons, but I'd be more than happy to update you with some other things going on as opposed to getting into it at this time.

But, yes, we are committed to find housing for individuals.

Ms. CHAFFEE: Thank you. I thought there had been 12 AmeriCorps staff.

Commissioner CAKOUNES: I'm hearing that the only thing we need now is six, so I guess we've already found some housing for the others.

Speaker MCAULIFFE: Yes, Mr. Beaty.

Commissioner BEATY: Yes, I'm on the AmeriCorps Advisory Committee now, and I've been working pretty closely with the AmeriCorps. So, at this stage, it looks like six will be in Brewster and that leaves -- at a former fire station, and the other six is what we're having an issue with.

But even as of this morning I've been working with them. I placed them with a member of the Barnstable Town Council. There was a possible property that I happened to remember. So, they're talking to him about that.

Ms. CHAFFEE: Thank you.

Speaker MCAULIFFE: Ron.

Mr. BERGSTROM: Yes, Leo, how is the -- the lease for the building that the Cape Cod Commission currently is in, that money is covered out of County general funds or is it covered by Commission funds?

Commissioner CAKOUNES: No, it's in the Commissioners' budget. It's coming under Commissioners' budget.

Mr. BERGSTROM: And I know it's been in preliminary discussions, but have you broached the subject of the Commission budget being able to cover the debt service on a potential new building? Rather --

Commissioner CAKOUNES: Absolutely.

Mr. BERGSTROM: Okay. So that's going to be there -- that's going to be there not to cover it.

Commissioner CAKOUNES: A portion of it. There's a lot on the table, and I don't know how much you want to get into it --

Mr. BERGSTROM: Yes, no, I just --

Commissioner CAKOUNES: -- at this particular time. But it suffices to say that myself and the new director and even the Commission and the County Commissioners have had some open discussions and absolutely they're on board with helping payment. Whether it's a single building, they would take the whole burden, but if it was a building that we shared, they would pay their share out of that fund.

Mr. BERGSTROM: Thank you.

Speaker MCAULIFFE: Pat.

Mr. PRINCI: Commissioner Cakounes, has there been any new development or any more information you might be able to provide us with regarding the rest area eastbound between Exits 6 and 7?

Commissioner CAKOUNES: Unfortunately, no. The only information I'm going to give you is that Senator Cyr and I have been working very closely on it, and we, just because of what's happening up at the State House right now and the capital bond discussions that are going on, I feel that that's the very next thing that he and I will be working closely with or making sure that there's something moving forward on it. But there has been no progress to this point, especially from Keating's office and the feds.

But we are still very actively working on it in our local -- not only the senator but the representatives are all on board with it.

So, I feel confident that something's going to move, hopefully, soon.

Mr. PRINCI: Thank you.

Speaker MCAULIFFE: Okay. Anyone else?

Commissioner CAKOUNES: Anything else?

Speaker MCAULIFFE: Thank you, very much.

Commissioner CAKOUNES: If I can, Madam Speaker? I'd like to officially hand in the Capital Budget, the Budget for the Dredge Enterprise Fund, and also the General Operating Budget at this time.

And I'll ask Mary to come up if there's any questions on that unless you want to wait.

Speaker MCAULIFFE: No, I think what we wanted was just sort of a very general brief --

Commissioner CAKOUNES: Overview?

Speaker MCAULIFFE: -- overview. Thank you. And this was --

Commissioner CAKOUNES: There's four copies of each.

Speaker MCAULIFFE: -- just voted today, so we will be getting copies electronically and our copies as well. But it is literally hot off the press.

Welcome, Mary. Mary McIsaac, Director of Finance.

Finance Director MARY MCISAAC: Good afternoon, everyone. Thank you for having us. We're pleased to submit the FY19 Budgets to you all for your consideration and deliberation.

The Operating Budget that came to you today, that's just come to you, is a \$27.3 million budget, exclusive of the Dredge Enterprise Fund, which has been submitted to you today in a separate budget standing on its own because it's an Enterprise Fund and it's not really part of the Operating Budget and derives no revenues from County tax or other County revenue sources.

Today's balanced budget that was submitted to you is the third structurally balanced budget that we've submitted to you in as many years. And that's very important to note because a structurally balanced budget is predicated upon deriving funding for recurring expenditures from recurring revenues. It indicates stability. It indicates institutionalized process for funding a budget that's affordable and that's sustainable.

And we've also done a number of things in this budget which, by the way, represents a .2 percent increase over last year. And the reason that you'll find

that that's important and impressive even is that we have included in this year's budget a number of items that we've been able to include in a structurally balanced budget that we have not previously had.

For instance, we have principal and interest of \$480,000 on our general obligation bonds that were the bonds that we sold in September. That's our obligation for principal and interest for this year.

We've also included a pay down on a BAN, which is a Bond Anticipation Note, which is short-term paper that we sold to fund other projects that spending had already occurred upon in previous years. And the pay down required by bond counsel is \$127,000. That's also built into the budget as well as \$12,000, a little bit over, in interest on that short-term paper as well, so that we've included that debt service.

In addition to that, we have built into the foundation budget debt service for the County of Barnstable settlement. That comes in at about \$185,000.

So, these are items that have not previously been in the budget that have not been budgeted for. But because our departments have become really ingrained in the idea of creating opportunities for collaboration with each other for efficiencies and cost reductions, and we've really seen some huge reductions in departments to operational cost that have allowed us to have room for these things.

And I want to publicly thank them for all their work because they collaborated with us and worked really hard with finance to be able to find ways to change the game for us, so that we can really have structurally balanced budgets that have inside of them the cost that, you know, that we have to bear going forward.

We also can tell you that the health insurance rates that came to us as an estimate of 10 percent actually when the final rates were voted were increased by 6 percent, so that was helpful to us also. And we were able to give the employees inside of this budget a 2 percent cost-of-living adjustment.

So, I think the final thing that we added that should be noteworthy to you is that the IT budget has included in it this year for the first time the cost of the RWAN Project that had previously been a joint initiatives project. We built into the budget a \$95,000 cost of the annual service for the RWAN so that will continue but continue under the IT budget.

Also, under the IT budget, we added 100 percent of the cost of the ePermitting project, which is joint initiatives -- which was joint initiatives and also the Performance Management contract. And the net cost of those obviously offset by some small revenue estimate that we have for revenues from the towns for these things.

And Performance Management, by the way, is the OpenGov project that a lot of towns are utilizing for publicly displaying their finances and other information about their communities in a form and a format that's consistent across different towns that use the OpenGov application.

And so, we've really put a lot into the budget and still at the same time we've come to you with something that's structurally balanced.

And so, we're pleased to present that to you. It took a lot of hard work, and I will tell you that it really took a lot of hard work from the person from maybe what person considers themselves to be the lowest to the person that might considers themselves to be the highest. Just a lot of work, and we're thankful and appreciative

of everything that they did.

So that wraps it up for me on the Operating Budget.

The Dredge Enterprise Fund is a budget that went from 1.8 million last year to 2,026,000, and that increase represents the built-in projections of the cost of operating two dredges as opposed to one.

And where the Dredge Enterprise Fund is a business-type activity and it's self-sustaining, revenues from the dredge will support the operating expenses of the dredge.

You have that ordinance in front of you, and then you have the capital ordinance for the capital plan in front of you.

And Janice has a hard copy of a booklet that we put together for the Commissioners that doesn't only include the ordinance for the capital, but it also includes information which I think will be helpful to you to start to understand where we're going with finance and with capital and understanding how we get to what's affordable for us, you know, what our debt burdens are and everything else.

So inside of the little booklet that she can probably send you electronically, I'm guessing, is the ordinance itself for capital, is the five-year Capital Plan, are the requests from the departments for capital to be funded in the FY19 budget.

Also, we've included an entire schedule of the County's debt service through the entire funding schedule for all of the debt that we currently have. And we've also included a three-year lookback on projects that you previously approved for capital and for borrowing and the status of all those projects to date.

So I'm sure there's other information that we can start to feel is important and relevant, but we're trying to develop a document for you so that when you look at capital and you look at, you know, where we are and where we're going, it's going to help you understand you know what you need to understand to help us make decisions about where we're going.

Speaker MCAULIFFE: And I would like to schedule you back again after people have a chance to read these documents just because I anticipate there may be questions. But I think it sounds certainly comprehensive and it sounds --

Finance Director MARY MCISAAC: Well, we hope it's helpful.

Speaker MCAULIFFE: Yes, no, it sounds tremendously helpful, especially like the debt service and also the capital plan part of because it's debt service can be a coming up and falling off, a coming up and falling off. So, I guess the goal is to keep it level.

Finance Director MCISAAC: Right. Well, that's the key. Yes, for sure.

Speaker MCAULIFFE: Anyone have any question so far?

Yes, Susan.

Ms. MORAN: You know, with respect to the booklet, I think that's incredibly important. Obviously, part of your report has been the success you've had from staff in pulling together and the teamwork it has taken with good leadership to really get this, you know, new form of balanced budget solid and really getting better and better each year.

But the idea of the booklet, you know, we have constituents try to understand or give their views about how County funds should be spent or, you know,

on the side the town what they want to get out of County government and what it offers.

A lot of it has to do with just making this information accessible to everyone. So, I commend you on that, and I appreciate that effort.

Finance Director MARY MCISAAC: Great. Thanks. I appreciate it.

Speaker MCAULIFFE: Ron.

Mr. BERGSTROM: Yes, did you say that the increase in the budget was .2 percent?

Finance Director MARY MCISAAC: We did.

Mr. BERGSTROM: I never can figure out the difference between 2 percent and .2 percent.

Finance Director MCISAAC: Well, a .2 percent increase is a lot better than a 2 percent increase. I can tell you that.

Mr. BERGSTROM: But what you mean to say it is a 2 percent increase or --

Finance Director MCISAAC: No. It is a .2 percent increase. It's almost negligible when you remove the balanced sides of the Cape Cod Commission from the operating submission from last year.

Mr. BERGSTROM: Okay. I just want to emphasize that because, you know, there's every so often in the paper we get a story about the County's fiscal crisis and people might get the impression that we're spending ourselves out of existence. But every town --

Commissioner CAKOUNES: Not while her and I are here.

Mr. BERGSTROM: I mean every town that has a town meeting will probably take a routine 2.5 percent increase in their budgets and they have -- plus new growth.

So, I mean we're actually budgeting far more conservatively than most of the communities that comprise Barnstable County.

Of course, we're not done with that budget yet, but I assume there's not going to be any increase. So, I just think that that's a word that should go out that we are not --

Finance Director MCISAAC: Right.

Mr. BERGSTROM: -- we are budgeting conservatively, and we're keeping it under, well under the normally allowed 2-1/2 percent that the towns are operating under.

Finance Director MARY MCISAAC: Well, we hope that that will continue for some time while we develop as many efficiencies as we can, and we have as many cost savings as we can. Eventually, we know that that's going to level off, and we're doing the best we can with what we have. And then it becomes another conversation.

But, hopefully, by the time we get to that point we'll be prepared for that.

Mr. BERGSTROM: And just one other comment is that the driver of a lot of the increases for the County and the towns have been the increased health care costs. We had this discussion -- but they came in at 6 percent, did you say this year?

Finance Director MARY MCISAAC: They came in at 6 when they

actually, early on, predicted 10 to 12.

Mr. BERGSTROM: Yes.

Finance Director MCISAAC: But everyone I talked to in the towns said, oh no, they weren't going to budget any more than 10 and pray. And so, it came in at six, which everybody was very pleased about.

Mr. BERGSTROM: How does that compare with the increases in previous years?

Finance Director MARY MCISAAC: Last year's increase was 10 percent.

Mr. BERGSTROM: Oh.

Finance Director MCISAAC: The year before that I think was eight. So, this year what the group has had with the benefit of extremely successful performance in claims. So, for some reason claims costs have been much lower than what they predicted. And so, the results are better and there was enough -- they operate with a targeted fund balance range.

And so inside of that range, you know, we were getting to the lower point. So, we really need a good performance to be able to build up that dollar to the top of the range and it climbed high enough so that they could subsidize us down to a 6 percent increase.

Mr. BERGSTROM: I know some of us have been putting off fixing our broken legs and arms and stuff just to make sure the budget --

Finance Director MARY MCISAAC: You can do that now.

Mr. BERGSTROM: Oh, okay.

Speaker MCAULIFFE: Yes, Brian.

Mr. O'MALLEY: Thank you. Mary, just picking up on those particular questions; so, is that 6 percent increase something that was basically handed to us or was that a negotiating process? Or have we, in some way, taken some control of how the services are utilized?

Is there some program for employee health that has lowered our cost? How did we achieve such a low increase? That's the first part.

Finance Director MARY MCISAAC: Well, first of all, those are questions for the Cape Cod Municipal Health Group because we are a member of the joint purchase group that negotiates with the providers for insurance.

Obviously, the rates of increase are based on your claims costs. You know, their own results of operations based on the health claims of the subscribers over time.

And so, this year that they've had a really successful year in terms of targeting certain groups. They have wellness programs that they've initiated. But the wellness programs have been ongoing for a very long time inside of this group. They're pretty innovative about that kind of thing knowing that eventually that will drive, you know, better health for people and better health for people, you know, drives the medical costs down and the claims down.

So, the group has had over time a good history where they've had a very healthy fund balance. But for a few years, the fund -- the claims experience has been so high that the results have not been great, which drew down on the fund balance of the group. So, they had to, you know, really scale back on how much they could subsidize the increase costs of the contracts with the providers.

This year's just been a great year. So, they were able to sustain a healthy level of fund balance and use it, and the board members voted to subsidize the rates down to 6 percent.

Mr. O'MALLEY: Okay. So, I think what I'm hearing is it's not entirely clear why we're able to control it so well, but that's a good outcome.

The second part is then with the 6 percent in a pretty major piece of our budget line, how did we manage to control the budget to 0.2 percent? Were there cuts or are these just the efficiencies he spoke about?

Finance Director MARY MCISAAC: You know, there's been a lot of efficiencies. It's hard to describe, you know, where they are, but the IT Department, for instance, decreased their budget by about \$300,000, you know, and then some.

We had healthier -- we've been able to see some steady growth in some revenue areas, so we've been able to predict revenues a little bit higher on some things.

But, generally speaking, it really is the departments. You know, the cost of healthcare is everything, but we're having people retire and bringing in replacements at a lesser salary. You know, all those little things really add up.

We talk about IT and we've just -- they just rolled out -- it's called Skype for Business. So, we don't have telephones on the table anymore. We just have our little headpieces, and that's in advance of having to actually replace all the telephones on all the desks of all the departments at the County.

And now we're in Skype for Business and those phones are going to be obsolete, but the \$70,000 cost of replacing them is unnecessary. So, you know, that's just one savings. And that isn't even in the savings that he's made to deliver a budget request hundreds of thousands of dollars less.

They've done a huge amount of work in IT, you know, really embracing a lot of Microsoft products that we already were paying for and utilizing them and eliminating other hard costs that were -- that really are necessary.

Mr. O'MALLEY: That's great. Thank you.

Finance Director MCISAAC: You're welcome.

Speaker MCAULIFFE: Okay. Had you finished up with this part of your presentation?

Finance Director MCISAAC: Yes.

Speaker MCAULIFFE: The next item on the agenda would be a discussion on the FY17 financial status.

Finance Director MARY MCISAAC: Yes, certainly.

Speaker MCAULIFFE: So, did you just want to transition to that?

Finance Director MCISAAC: Sure, we could. We'll have Stephen Amara, our County Accountant, come up and join me.

Speaker MCAULIFFE: Okay.

Commissioner CAKOUNES: Well before --

Speaker MCAULIFFE: Oh, yes.

Commissioner CAKOUNES: -- before I leave then on the FY19 projected, I'd just like to take this opportunity to especially thank all the staff, especially Mary, all her department; Jack. We have handed you an outstanding budget.

And the only thing I want to leave you with is two things. First of all,

the County Commissioners feel that as we move forward in '19 and beyond, I'm going to lean on Jack a little bit and use one of his coined terms, "There will no longer be silos in the County government."

We save an extraordinary amount of money when we remove those silos, and the departments work with each other, for each other to not duplicate services, which is not necessary.

And this FY19 budget that you have before you begin that process. And I certainly feel that the Commissioners know that as we move forward that's what we're leaning towards and that's what we're moving towards.

And I want to just leave you with one other thought is we are -- don't have the funding source the towns have. Our funding source is pretty much fixed. Yes, it goes up. Our assessment to the towns goes up by 2-1/2 percent but remember that only nets us a little over \$162,000 a year. It's not a great amount of money totally.

Finance Director MCISAAC: It's 80,000.

Commissioner CAKOUNES: \$180,000, thank you. I said over 160 --

Finance Director MCISAAC: Its 80.

Commissioner CAKOUNES: Oh, it's only 80.

Finance Director MCISAAC: Yes.

Commissioner CAKOUNES: I've been corrected, \$80,000.

Speaker MCAULIFFE: It used to be 75.

Finance Director MCISAAC: It used to be 75.

Commissioner CAKOUNES: It used to be 75. Thank you. I must be confusing it. I had a lot of numbers today. So, it's not a big number.

I'm just going to leave you with this one thought, and I've used it, and I won't use it again because Jack Meade's probably going to get mad at me. But look at Jack Meade, look at the Registry of Deeds' budget. It's a perfect example of where we're headed.

He is \$1,000 higher than last year. He is completely level funded on every single line item, and they are down one employee, and they're still a thousand dollars more than they were last year. We cannot keep going the way we're going.

And by the way, in line with this too; the early retirement plan is not reflected in the projected FY19 budget that you have in front of you. So, as we move forward, and we implement the early retirement plan if it gets approved at the state, then you will be seeing some other changes coming forward also.

But for the record, it is not implemented in the document that you have in front of you.

Thank you, again, and thanks, again, all of the staff; they did a great job.

Speaker MCAULIFFE: Well, thank you, too. You know, the leadership of the Commissioners can't be negated as well. This sounds like an incredible opportunity for the Assembly to overlook and study this budget, but it sounds like you've really put an enormous amount of work and thought, and effort and it's greatly appreciated.

So, I'm thanking the Commissioners as well because I know that you've been leading, you know, kind of leading the public charge while everyone else has been doing the work behind the scenes.

Commissioner CAKOUNES: Thank you.

Summary: Communication on the FY17 Financial Status

- Discussion and highlights regarding revenues and expenditures
- Audit not yet completed
- Net result was approximately 2.4 million left from adopted 27.7 million dollar FY17 budget

Details

Speaker MCAULIFFE: Okay. Now we have a summary of the FY17 financial status. And I asked for this because going forward with this budget, it makes sense to kind of have a brief review of where we're coming from in '17, and where we ended up so that we have the table set for where we're going from here.

Thank you.

Finance Director MCISAAC: Sure. Allow me to introduce for those of you who don't know Stephen Amara. He is the County accountant who took the place of Joanne Nelson when she departed from us last March, I believe. Stephen started with us in July, and we're thrilled to have him. He does a great job. More efficiencies, more streamlining; he's all about that. So, it's great.

The FY17 budget, we presented you unaudited results of revenues and expenditures some time ago, but we have produced for you today a balance sheet which you don't have in front of you, and I apologize for that. We just really worked it after we got through with the budget, and there really wasn't enough time.

But what I'd like to share with you about the results of operations is from the general fund perspective, which is our concern when we're budgeting and what we're working on, we increased our unreserved fund balances by \$2.4 million as a result of operations.

As the component parts of the increase are really our overachieving on the revenue side, mostly related to Registry of Deeds. That was a very positive result for us.

And on the expenditure side, it gets a little more complicated, but it sums up in sort of appropriation dollars left on the table at the end of the year. But it isn't always a result for us where we have so many grant opportunities and where we utilize some many grants and partnered with people that take a share of our employee costs as a part of the grant program that we administer for them.

The dollars left on the table are, in part, dollars that aren't spent that we didn't buy as many pencils or pens and all that.

But also, in a great part is the forgiveness of what we budgeted for someone's salary and fringe benefits that were relieved of us by a grant opportunity.

So, we really had a lot of dollars left on the table. We had unspent money. We closed some funds that are inactive. And so, the whole net result of that was it left \$2.4 million in the bucket from the adopted budget of \$27.7 million last year. That's a good result for us.

It's also a result of efficiencies that occurred during the year that gave us some results before the year closed. I would definitely point back to IT and say that, you know, there was huge savings because they didn't replace employees. They didn't have extra costs that they budgeted for because they found some other way to be

efficient about some component part of their operation.

Other departments did the same thing for us. They found ways to work together, you know, employees are being shared. You know, so the cost to a department, for instance, my department has an employee that is now doing the billing for the lab. The lab was looking for hiring another person to do their billing because they needed to replace the billing person, and we brought billing down into our office and our staff does the billing.

Our budget is reduced because some of my staff's time is now budgeted under the lab, but the lab conversely didn't have to replace that full-time person with benefits. They simply pay a portion of my employee.

So, the employee cost is still the same overall, but we haven't replaced that employee in the lab, so the lab's had that savings of one less employee and the fringes.

And we expect to keep working this, you know, until we don't see another place that we can do the same thing. So, again, the results of operations, you know, results of sort of the eye on the prize for everyone and its working.

And we'll do a lot more about electronically doing business, you know, where we have a lot of goals for the next year and the rest of this year.

Speaker MCAULIFFE: And you have copies of that that you sent electronically?

Finance Director MARY MCISAAC: I've sent copies electronically to Janice. I would invite you to review the copies. Please call us or email Stephen or myself with any questions. We're happy to dig deeper into some number that you would like to look at. We're happy to do that.

Speaker MCAULIFFE: Okay. And as I said with the previous presentation, I will probably have you back then --

Finance Director MCISAAC: Sure.

Speaker MCAULIFFE: -- for questions and answers too, only because it's great that you're available for individuals, but I think it also benefits everyone to hear the questions and hear the answers on some of these items as well.

Finance Director MARY MCISAAC: Sure.

Speaker MCAULIFFE: Ron.

Mr. BERGSTROM: Yes, I have a lot of questions today.

Finance Director MARY MCISAAC: Hi, Ron.

Mr. BERGSTROM: You know, there were two discussions when we anticipated there would be what I call a surplus at the end of the year; there were two discussions.

One was a creation of a grant fund, which the Speaker mentioned earlier from which we could take monies that people applied for and so on.

Finance Director MCISAAC: Yes.

Mr. BERGSTROM: The other was the creation, and I think I was probably the one that mentioned it, but it's the creation of what is called a Rainy-Day Fund.

Finance Director MCISAAC: Sure.

Mr. BERGSTROM: Let's say something happened and the Registry of Deeds revenue dropped off 30 percent this year, so you'd be able to tap into that and then later on put any excess.

Finance Director MCISAAC: Yes.

Mr. BERGSTROM: Have we, you know, have we gone any further in those initiatives? I mean I know the -- I don't know if we actually created the grant fund by ordinance? We have created --

Finance Director MARY MCISAAC: We have a reserve, a fund balance for \$190,080 which was the amount that by ordinance was transferred out of last year's budget into a Special Projects Reserve Fund.

Mr. BERGSTROM: Now are you --

Finance Director MCISAAC: So, you have that.

Mr. BERGSTROM: -- are the Commissioners anticipating transferring some of this \$2 million into that fund or is it --

Finance Director MARY MCISAAC: We would anticipate that should the Commissioners feel that that's a priority. We would bring an estimate forward of what a good amount for that would be.

Mr. BERGSTROM: Yes, because they said they would do that, so that's why I considered it might be a priority.

Finance Director MCISAAC: Right.

Mr. BERGSTROM: The other question is if we leave it in reserves, we can tap into that in case of emergencies, in case let's say a serious shortfall in revenues or something like that without having to take it out of that. In other words, we can leave it where it is now.

Finance Director MCISAAC: Absolutely.

Mr. BERGSTROM: Okay.

Finance Director MCISAAC: What we have historically, and just for everybody's benefit, is we have a number of reserves that are identified as reserves. But from my perspective and the auditor's perspective, we don't really have documentation of, you know, the historical process for how, you know, what certain reserves are defined to be; how money gets added into them; whose jurisdiction it is to request to have money taken out of it?

And so, we are developing -- we have a rough draft of financial policies that includes a clearer definition of those things so that we put four corners to the box of that reserve and so everybody is clear on what the purpose is and what its uses are, and how it gets replenished if there are uses of it.

And that's very important, and it is something that we discussed with Standard & Poor's when the analyst came for a site visit in September.

Mr. BERGSTROM: That, I mean, speaking of someone who's been around here for a few years, that was -- has been an issue every budget season. We would get a list of those reserves.

Finance Director MCISAAC: Right.

Mr. BERGSTROM: We'd say, what's -- this million's here, a million's there. We never seemed to get a clear answer, but I appreciate that you're going to come up with that structure, so we know exactly what those --

Finance Director MARY MCISAAC: Well, and the written document will make it clear for everyone and transparent about the process and, you know, clearly what things are and what they aren't, for sure.

Speaker MCAULIFFE: Anyone else? I think we're good. Thank you. And I would like to schedule you to come back for questions and answers on that.

And then I didn't know if you were going to be able to be here today due to personal circumstances, so I was also interested in scheduling the final wrap up for CLC as well.

Finance Director MCISAAC: Sure.

Speaker MCAULIFFE: So, we might just have a final wrap up kind of question and answer presentation.

Finance Director MCISAAC: At the next meeting?

Speaker MCAULIFFE: Yes, probably at the next meeting.

Finance Director MARY MCISAAC: Sure. Absolutely, happy to do that.

Speaker MCAULIFFE: Thank you.

Finance Director MCISAAC: You're welcome. Thanks, everyone.

Speaker MCAULIFFE: Thank you. Oh, wait a minute. I'm sorry.

Lilli-Ann.

Finance Director MCISAAC: Sure.

Speaker MCAULIFFE: Not so fast.

Ms. GREEN: Just for the record. Thank you, Madam Speaker, and thank you Mary and your team for all the hard work that you've done.

I wanted to ask again publicly for any documentation as soon as we can have it about CLC, so we can all review it, take a look at it, and if we have any questions at the next meeting if it's on the agenda that we can come prepared with those questions.

Finance Director MARY MCISAAC: Sure.

Ms. GREEN: Thank you.

Finance Director MCISAAC: I mean we can give you financial reports from MUNIS, and you can start from there because I'm not sure what other kind of information we might have that you would be looking for.

Speaker MCAULIFFE: And this might be a case then if you want to email Mary directly and just give her your questions, then she can come in prepared to answer them; your general before you see the information, what you're looking for, I guess is what I'm asking.

Ms. GREEN: I mean we haven't seen anything, so it would be really helpful for us to have an understanding of what transpired; what the numbers are; how things wrapped up; how things were resolved because we really haven't had any information.

So, I'm asking you to put that picture together for us.

Finance Director MCISAAC: Sure.

Ms. GREEN: So, we have a clear understanding of it. We have an obligation to our constituents in Barnstable County to be accountable for that.

So, I would appreciate an overview, a big picture.

Finance Director MCISAAC: Certainly.

Ms. GREEN: And with detail so that we can understand it.

Thank you, very much.

Finance Director MARY MCISAAC: You're welcome.

Speaker MCAULIFFE: Great. Thank you, very much.

Finance Director MCISAAC: Thank you.

Speaker MCAULIFFE: Thank you for coming in especially.

Summary: Communications from County Administrator and Assistant County Administrator regarding relocation of Assembly meetings and office space

- Assembly meetings will re-locate to the Harborview Room starting in March

Speaker MCAULIFFE: Our next item is communications from our County Administrator and Assistant County Administrator, Jack Yunits and Steve Tebo, on our relocation.

So, this has been an ongoing work in progress.

Administrator YUNITS: Steve likes to say two weeks.

Commissioner CAKOUNES: The tent got delivered today, right?

Asst. Administrator STEPHEN TEBO: Tent?

Commissioner CAKOUNES: The tent got delivered today.

Speaker MCAULIFFE: Well, initially when we first talked about this, today was going to be our last meeting here. And I said, "Whoa, whoa, whoa, wait." I said not only do I want to -- I'm not going to be at the next meeting and the Deputy Speaker will be running the meeting, I want to have everything as minimally stressful as possible. So, we'll have our last meeting here.

But then your plans for us are?

Asst. Administrator TEBO: Yes, so, first off, I have to apologize to this board. I had promised a two week -- two months' notice before moving. And circumstances within the trial court kind of allowed themselves to want this space sooner than anticipated.

One of the situations that happened was --

Commissioner CAKOUNES: Nobody can hear you.

Asst. Administrator STEPHEN TEBO: That's the point.

Asst. Administrator TEBO: One of the situations that happened was the lockup in Superior Court got delayed. I don't know if you guys are too familiar with it, but the trial court obviously leases the Superior Court from us. They're looking to renovate their lockup within Superior Court. And they ran into a few hiccups along the way.

The project was supposed to be originally done December 1. They haven't even started, and it's probably a nine-month project.

So, the issue that they had was they had all their funds kind of tied up within that project. Now they have funds that they have to expend by July 1. So, this became a high priority because it's something that they can get accomplished within that timeframe.

So, we kind of got the pressure from the trial court who is, obviously, our biggest tenant that we have within the County.

So, I had to make a deal with them, so we'd vacate here sooner than we wanted to and that's where we're at today.

So, after Madam Speaker yelled at me for not moving her when she wasn't going to be here, I was able to negotiate until --

Speaker MCAULIFFE: I didn't yell.

Asst. Administrator STEPHEN TEBO: No, I'm just kidding. So, I was able to negotiate to the first meeting in March you will be meeting up at the Harbor View Conference Center.

And, again, it's not the ideal situation because originally, we had talked about this. We were going to have it kind of -- we had two projects going on up at the jail currently. We have, if you look at the jail to the left side, we have that all gutted, renovated, all the sheetrock is in, all the windows are in. We're just waiting for the HVAC and the plumbing to go in, and then it's just a drop ceiling and that one's good to go.

We wanted to move you originally into that space because we have renovations that are going to go on in the Harborview.

I know most of you are familiar with the Harborview. There's columns every 8 feet, and they're kind of in the way. So, we hired an engineer to come in and create a plan that we could remove the columns, so we have kind of a wide-open space similar to this, just so that it lends itself better for a meeting space. So that's where we're at.

So, originally, we were going to have you move into the new space. The new space is not going to be ready, so we're going to kind of have to make do with the Harborview for a few meetings.

And then we'll eventually have you into your space, the newer space, then we'll renovate the Harborview, and then you'll have your permanent home within the Harborview. And that's where we're at today.

But, again, I do apologize for the short notice. It's really out of my control.

Speaker MCAULIFFE: Okay. I just wanted everyone to know because it is a bit of a ping-pong effect. We'll be Harborview, new space, back to -- we eventually will be in the Harborview on a long-term basis as far as we know --

Asst. Administrator STEPHEN TEBO: Correct.

Speaker MCAULIFFE: -- without pillars, but it's a two-step process to get there.

Asst. Administrator TEBO: Right. And seeing that you're in the Harborview too, there will be the occasion where I know you'll recognize it, Madam Speaker, as you're going to need more space. So, then we'll open up the other room to you allowing for that space, like what happened the last time when the sheriff came in. We had people actually in the Harborview just watching it.

So, the newer space, we'll be able to sit more people. So, we'll be able to, like on the anticipated meetings that you know you're going to have a lot of people there, we'll be able to flip-flop it around a little bit and make it work.

But I do want you guys to have your own independent home as you've currently had in the Assembly. Just to remind you that the savings are projected for this year where it's going to be -- I want to say it was \$57,000 to meet here twice a month. That's the savings to the County off the gate.

And then this year in the anticipated budget and the increase in power and everything else that goes on in the building, it was going to be about 65 and some change. So, there is some significant savings in moving you up there and just a better function.

Not only that but the trial court is really kind of busting at the seams in all the buildings. We did it in Superior Court when Cape Light moved out; we gave them more space. We're doing it in this building with you folks, and there's also some more potential in Registry of Deeds to increase their footprint, which increase for that

money coming back in.

So, we're really working hand-in-hand with the trial court. And, again, it just came down to they had money to spend on this room, and we had to allow them to do it. So that's where we're at today.

Speaker MCAULIFFE: That's great. We're happy to finally be on the move. This has been coming.

Asst. Administrator TEBO: Janice is not happy, let's be honest.

Clerk O'CONNELL: Look it's all gone.

Speaker MCAULIFFE: I think Janice will say, "Wherever you want me to go, I'll go."

Yes, Ron.

Mr. BERGSTROM: It's me again. They're calling my number. Have you done any -- this is an old building and you've done a lot of work in it. Is there plans on doing any air quality assessment after the HVAC systems are put in and make sure that there's nothing in the air that might be deleterious for our health?

Asst. Administrator TEBO: I actually had no intentions of doing an air quality, but I will if you want to. Every air quality test that we've had done in the past up there have all come back negative.

Now that we --

Mr. BERGSTROM: Well that's what you said, yes.

Asst. Administrator STEPHEN TEBO:

Yes, we have done air quality tests. There has been a few employee complaints, so we brought in County employees to test it.

Marina Brock who is the specialist who does it from the county. She came in and did it and it's always come back negative.

So, I felt comfortable in that, and now that the space that you're -- that the Harborview has been tested for air quality and it came back fine. That is a new HVAC system in the Harborview, new meaning the last -- the years flow by, probably like seven years.

Mr. BERGSTROM: Do you still have basement offices there too?

Asst. Administrator STEPHEN TEBO: There is currently no one in the basement.

Mr. BERGSTROM: Okay.

Asst. Administrator STEPHEN TEBO: Great.

Speaker MCAULIFFE: But there's a problem with there being an office in the basement for the Clerk?

Asst. Administrator STEPHEN TEBO: Yes.

Speaker MCAULIFFE: Yes.

Asst. Administrator STEPHEN TEBO: And Janice has seen that, and we've done some testing in there and some other things.

When we looked at the space, I know when Janice -- we've been talking to Janice about this the better part of two years now, I believe. There's obviously some concerns about going into a basement. And I did one thing that I never do, I allowed Janice to pick the color of the floor and the walls.

But what we did was we went in and we really sealed -- we looked at it properly. We insulated the walls. We did a blow-in foam insulation on the walls, a sealed cell installation on the walls. We epoxied the floors.

So, we really took it to, you know, workable, livable space. When we first -- when departments first moved into the jail, they literally threw carpet on the floor, threw some paint on the walls and you moved in.

So, we took the right approach to it as sealing everything off properly. It has its own independent heating system, heating and cooling system in the room. And in just taking kind of a good aspect and a good look at the whole room.

So, I mean I think Janice is fairly happy with the work that has been done into the room, and that's the approach we would do if anyone else is to move into there. We'll have that same kind of approach.

I don't know if anyone's seen the Lou Cataldo Museum that was there for a little bit, but it was the same approach we took in there. We insulated the walls; we epoxied the floors. We put a nice drop ceiling in. It's very light. It's very airy and that's really the approach to do it.

But when we first moved those people into the room, it was just hurry up and get them in there. They literally put carpet on the floor. They painted after they put the carpet on the floor. It just wasn't properly set up for an office space. When we look at it now, we every step of the way make sure that it's proper.

Speaker MCAULIFFE: And are there plans to use other spaces in the basement as well?

Asst. Administrator STEPHEN TEBO: Yes. I mean its good valuable space. It's just a matter of timing. We're doing a lot of the work in-house, which obviously saves us tons of money.

Just to get you back to that Superior Court lockup, they've already invested over a million dollars in it and they haven't even broken a nail.

So, we're doing both these renovations for I believe it is right around \$470,000. So just to see the difference of going out to a DCAM project and keeping it in-house. So, there's a big savings not going out.

That being said, we have a limited staff, not that I'm complaining. We're staffed properly. It just takes a little bit more time. So, you have to be more patient too.

Speaker MCAULIFFE: Any questions? Great. Thank you. I appreciate the update.

Speaker MCAULIFFE: Are there any communications from Public Officials? Okay.

Communications from Members of the Public

- **Peter Kenny – from Yarmouth with concerns regarding payroll expenses at the Cape Cod Commission**

Details

Speaker MCAULIFFE: Any communication from the public? Mr. Kenney.

Commissioner CAKOUNES: You're an official.

Mr. PETER KENNEY: I'm not an official.

Commissioner CAKOUNES: Oh please.

Mr. PETER KENNEY: Good afternoon.

Speaker MCAULIFFE: Good afternoon.

Mr. PETER KENNEY: Peter Kenney from Yarmouth.

I have to tell you by way of introduction, just coming to these meetings and watching what goes on, there's a hell of a lot of stuff that has to be done. And it's amazing and amusing that it gets done. And in the past couple of years it's been getting done a lot better; Leo.

Commissioner CAKOUNES: Thank you.

Mr. PETER KENNEY: This is a historical artifact. This is actually --

Commissioner CAKOUNES: How much for that?

Mr. PETER KENNEY: You don't have enough with you. This is actually the last one of the folders that I made up. I made up 35 of them, and they were handed out, I think, Madam, you may remember getting one promoting the ascendancy of Paul Niedzwiecki at the Commission.

And this is a copy of the Cape Cod Commission's statute. Oh, and this is a copy of their payroll.

It's really kind of disturbing because the average, the average salary of the Cape Cod Commission for one person is about 40 percent more than the average salary for a household on Cape Cod. Yes.

Our recently departed -- no, our recently moved-on Executive Director was being paid \$179,000 a year plus benefits. Now, it's all well and good to say, look, the Commission is a strange animal, nobody really knows what it is, or if there is any oversight, where does that come from, but they do have their own revenue stream. Yeah, they do, from the towns.

Coming from a town that has to struggle to keep police and fire personnel and DPW personnel and looking at these salaries, this can't continue. This simply cannot continue.

Now there was earlier in this meeting a conversation about new digs for the Commission. There's no way that anybody but the Commission should pay for that period. If they can afford these salaries, they can afford their own building, whether they lease it, buy it, cut down trees and build it. Nobody really knows what goes on over there.

Their fee income is down because they have been so successful at discouraging even applications, let alone granting and allowing development.

The most successful two economic development entities I can think of in Eastern Massachusetts are from Plymouth and Middleborough. They're the Cape Cod Commission.

I encourage you all to get a copy of these -- Deputy Director 110,467; Chief Economic Development Officer \$85,000, \$85,074.55. First of all, it's one person. Seventy-five miles from the bridge to Provincetown, that's not enough people.

Secondly, can somebody tell me what economic development has come out of the Commission ever? We had the famous Silicon Sandbar; remember that? We can't get the last mile for OpenCape. And I remember being in this room when questions were asked before OpenCape was underway, before it was under construction, "What about the last mile?" We'll figure that out. Really?

So how do you attract businesses in these times when businesses must have the highest possible access to the Web, the fastest, the most reliable, the most

dependable, the most muscular.

Something's wrong here, and I bring it up to this body because I understand that you have essentially zero authority to supervise, but there is a budget before you now.

The idea the Cape Cod Commission would ever, ever find itself in a position of having to make a request from this body for County funds in addition to their fee income, grant income, and the town revenue stipend is obscene.

They have a payroll that would make the average city hall choke. They have a number of people making more than \$100,000 a year. This is Cape Cod for crying out loud. We're not talking about the Boston Redevelopment Authority. We're not talking about the New York/New Jersey Port Authority building little things like the World Trade Center; we're talking about Cape Cod. We're talking about a local body who essentially serve as a combination of board of appeals, planning board, and building inspector.

It would be interesting to show this to a chief of police and say, "How would you like to have this kind of budget for personnel," or a town manager or a hospital administrator. This is fundamentally wrong.

And now, now that the issue of where they're going to park themselves has come before you, now's the chance to do something about it. You want a building; can we talk about this? You want a building?

Succinctly remember this, please, the average single person paid for a Cape Cod Commission staff member without benefits exceeds the average Capewide household income, generally two people.

Anybody see anything wrong with that? I sure do. I sure do. And, again, complements on what I've seen, have fun.

Speaker MCAULIFFE: Thank you, Peter.

Assembly Convenes

Speaker MCAULIFFE: We will now convene the Assembly. We had - - I don't believe we have committee reports yet, but we will soon. We're going into that season.

Summary: Report from the Clerk

- Request for reimbursable receipts related to the from MMA Conference
- Updated delegates regarding FY19 budget review schedule and meeting locations

Speaker MCAULIFFE: Report from the Clerk.

Clerk O'CONNELL: Thank you, Madam Speaker. I have just a few items this evening. Receipts, if you have any receipts that you're eligible for reimbursement for from the MMA conference, I would appreciate receiving those today, if possible.

I believe I forwarded to you a budget review schedule based on the fact that we've received the budgets from the Commissioners and that's going to go forward.

And to take particular note of the fact that meetings will be held for a

short -- for remaining time here at the Assembly chamber, and then we will transition to the Harborview.

But some committee meetings will also be held down at the Commissioners' office. So, I've notated that on the budget schedule, and you will also see it on the posted meeting notices. So very important to double-check both of those.

Yes, I will forward to you an electronic copy of the capital improvement program that Mary submitted to you all this evening. I quickly took a look at it, very comprehensive. It's exactly what you need and want. It lays it out beautifully, and I think you will be very pleased to receive a document like that.

Regarding the relocation of the Assembly office; as you can see, the room has already been addressed with regards to removal of the things that were located in this room. My office has been purged and packaged up. I will be working on the vault items for the rest of the week, so that we're totally ready to be relocated.

And the final note is in the process of doing this, we've also had some -- I've had some training on Skype for Business, and I needed two classroom sessions, not one, and I think I've got a tutor coming to help me too.

And I've also been taking a look at -- it's been requested that we scan our invoices, include them with the AP processing that we're doing. I presume that that's one of the efficiencies that Mary talked about. She's able to get a staff person to assist with lab billing because I believe departments are using staff to take care of some of these things that typically we would just have originally sent over to finance to process.

So, we're able to take on that responsibility. And I'm getting some training in that, and I'm getting a tutor for that, but I love the one on one and get it and you move forward.

And my final comment is, when I was on vacation two weeks ago, I had the opportunity to have lunch with former Delegate Ed Lewis, and he wanted me to pass along his hellos to everyone. He's doing great. He looks great.

And he specifically said to say hello to Leo and, yes, he misses you, and also to Jack. So, it wasn't just the Delegates he was extending that hello to; it was also to Leo and Jack.

And that's all that I have to report today.

Summary: Other Business

- Speaker McAuliffe and delegate Moran will work on job description for Assembly Clerk
- Deputy Speaker McCutcheon made suggestions regarding approach to a Charter review for consideration and future discussion

Speaker MCAULIFFE: Okay. Thank you. Under other business, I am going to undertake a revision of the Clerk's job description in working with the administration and the County Commissioners on the budget.

There's been a lot of discussion about the job requirements and the job responsibilities of the Clerk. And in that, we have discovered that there's a number of different job descriptions out there, but it really falls under the Assembly to determine what the jobs are. It's sort of laid out in the Charter, and the Clerk is responsible to the Speaker.

So, I'm going to undertake the job description. But if anyone on the Assembly is interested in weighing in, I'd be happy to have the help. I'll take the job descriptions that I have. I will pull them together, and then run them by people, and then, obviously, bring them back to the full Assembly for a discussion and approval.

So, I see Susan is interested. Okay.

Ms. MORAN: This is going to be my contribution because in the past when I've done these tasks for businesses, maybe you've already done this, but I always start with the person who does the job to literally write down everything they do and that gives you your baseline.

Because a lot of times, as you say, job descriptions aren't kept up-to-date, and you really realize that they've changed by virtue of the person doing the job.

So, it also will save you a lot of time.

Speaker MCAULIFFE: Well, and we have a Clerk that's already done that.

Ms. MORAN: I figured.

Speaker MCAULIFFE: Yes, no, after Bob Lawton was here, he was attempting to update a lot of the job descriptions and he asked people for their input. And before that, there had been a part-time clerk that had been let go, and all those duties were subsumed into the Clerk's position.

So, there's a lot of different things that need to come in and kind of be coordinated to make it look like a, you know, what the Clerk's functions are.

And even the job requirements aren't up-to-date. So, it's kind of a whole thing. And it's one of those things that it didn't occur to me to look at that until we were dealing with I don't know how many different job descriptions.

And I wanted to call on Deputy Speaker Deb McCutcheon because she had presented an idea to me that I wanted her to present to the Assembly. Turn on your microphone.

Deputy Speaker MCCUTCHEON: Right. We have been talking for a long time about revisions of the Charter, and we've made little progress in terms of the specifics.

But in thinking about this and looking at the past two or three Charter Commissions, it seems to me that the fundamental problem that stymies these Charter Commissions that are put together is that they are largely people who have never been Assembly Delegates and have never worked in this job.

When you take someone who's never worked in a job and you say, "Well, let's revise the job," you don't get a result that is for a livable -- necessarily livable for the people that do it. And that's because you're dealing without experience in the position.

What I suggested to Suzanne was that we put together a group of people from this group that is going to do the leg work for a Charter revision, and then we start with a survey that is given to all of the people who have expressed interest in this issue, like the League of Women Voters, the Cape Cod League of Women Voters, the Business Roundtable, the various groups, but that these be a written survey that can be tabulated; it can be looked at from various issues; can be followed up upon by the person who wrote the response.

And most important will be there when there is a discussion as to what makes the most sense in terms of a Charter revision; what's important to our

constituents; what's important to us, and then moves forward.

Now it's going to take some work to do this and to make it move in a timely fashion because we're not going to have a big staff helping us. I don't think that the Speaker -- I know she didn't offer us Janice full-time to work on this, nor did she say she was going to go out and hire staff. So, this committee's going to have to work on itself.

But I think what you get in the end is a proposed Charter revision that fits the work that we do in a much better way. We've seen Charter Commissions, particularly the last one that was a complete one, just break down and become completely stymied as to what they ought to recommend.

And so, they end up chewing off one little bite and not doing a comprehensive look at it. This is intended to rectify that problem and give us something that we can debate in this group to send to the legislature to achieve something that goes on the ballot.

So that's my suggestion, and I'm not going to go into a whole lot more detail because it's late and we're getting out of here way early so.

Speaker MCAULIFFE: And also, I did agenda this item because I wanted to put it on with options for other -- options for Charter review. But I wanted people to have a chance to kind of hear the general idea and then think about it so that when we have a discussion it isn't just coming up for the first time.

So that was -- and I thought it was an idea that I wanted people to ponder.

Yes, Patrick.

Mr. PRINCI: Thanks for that. I can't make any comments because it's not on the agenda.

Speaker MCAULIFFE: Correct.

Mr. PRINCI: But I would also like to let you know, Madam Speaker and the rest of the board, that I won't be here school vacation week or the next meeting. I don't know if anyone else is in that position.

Speaker MCAULIFFE: I won't be here either.

Mr. PRINCI: So, for purposes of a quorum.

Speaker MCAULIFFE: Right. And if anyone who is not going to be here for this school vacation week, which is our next meeting, if you would please notify the Clerk to make sure that we do have a quorum.

Deputy Speaker MCCUTCHEON: Patrick, I thought I would have an opportunity at the next meeting to kind of run this right through and right down everybody's, you know, throats as it were because the Speaker wouldn't be here to protect you. But, unfortunately, I'm not going to be able to do that, so you need not worry.

Speaker MCAULIFFE: I think one of the things I will do -- I will put on the agenda, there will be the question and answer on the financial things that are going out today. So, it might be important for those not here to watch the meeting and/or make sure that you get individual responses if you have -- if you're not here to participate.

And I'm also probably going to put the recall ordinance on for a hearing and a discussion and vote at the next meeting.

And in my thinking, this is, you know, a way for the Assembly to

weigh in on an issue that they may even want to throw at a Charter Review Committee.

So rather than have that be an individual kind of thing that they put forth. So that would be my plan for the next meeting.

Is there anyone else who has any other business?

I'll take a motion.

Deputy Speaker MCCUTCHEON: Move to adjourn.

Speaker MCAULIFFE: Adjourned, we are adjourned. Thank you.

Whereupon, it was moved to adjourn the Assembly of Delegates at 5:25 p.m.

Submitted by:

**Janice O'Connell, Clerk
Assembly of Delegates**

List of materials used and submitted at the meeting:

- Business Calendar of 2/7/18
- Unapproved Journal of Proceedings of 1/17/18
- Proposed Ordinances 18-01, 18-02 and 18-03 submitted by Commissioners
- Barnstable County Capital Improvement Plan: 2019 - 2023