

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At the regular meeting of the Barnstable County Board of Regional Commissioners, held in the Superior Courthouse in Barnstable, on the seventeenth day of January, A.D. 2018.

Board Regional Commissioners:

Ronald R. Beaty Present

Leo G. Cakounes Present

Mary Pat Flynn Present

Staff Present:

Jack Yunits County Administrator

Steve Tebo Interim Assistant County Administrator

Justyna Marczak Human Resources Director

Owen Fletcher Executive Assistant, Administration

Mary McIssac Director of Finance/Treasurer

Mike Maguire Director, Cape Cod Cooperative Extension

Diane Murphy Deputy Director/Fisheries & Aquaculture Specialist,
Cape Cod Cooperative Extension

Stephen Coan Deputy Director, Fire Rescue Training Academy

Paul Tucker Deputy Director, Fire Rescue Training Academy

Sean O'Brien Director, Department of Health & Environment

Barbara Austin Administrative Supervisor, Department of Health & Environment

Bill Traverse Director, Information Technology

Julie Ferguson Director, Resource Development Office

Daniel Schell AmeriCorps Program Coordinator, Resource Development Office

Ian Roberts Technical Support Specialist, Information Technology Department

Kristy Senatori Deputy Director, Cape Cod Commission

Gail Coyne Fiscal Manager, Cape Cod Commission

1. Call to Order

Chairman Cakounes called the meeting to order at 10:02 A.M.

2. Pledge of Allegiance

3. Moment of Silence

4. Public Comment

No members of the public provided comment.

5. Budget Hearings

a. Fiscal Year 2019 Capital Budget

Mr. Yunits, Mr. Tebo, and Ms. McIsaac presented to the Board. In response to a question from Commissioner Beaty, Ms. McIsaac detailed the expected process for appraising County property. There was a discussion regarding various properties. There also was a discussion regarding the deferral of the Cape Cod Commission's request for a new building. Commissioner Cakounes praised the organization of the capital budget and stressed that this would be the basis for the creation of a capital plan. He also discussed the end of the Cape Cod Commission's lease in the upcoming year. In response to a question from Commissioner Cakounes, Ms. McIsaac discussed the possibility of legislation to lessen the amount of the County's capital deficit. Mr. Tebo, Mr. Tucker, and Mr. Coan spoke regarding the Fire Rescue Training Academy's request to replace existing buildings. There was a lengthy discussion regarding plans to address the cost of construction for that project, as well as regarding a resulting projected increase in revenue. Mr. O'Brien spoke regarding a capital request for the Lab, explaining that it would increase efficiency and sustain gains in revenue. He also noted that the purchase would drive down maintenance costs. There also was a lengthy discussion regarding the proposed purchase and uses of an additional

piece of equipment. Finally, there was a discussion regarding records retention and space requirements. Commissioner Cakounes decided as Chair to delay a vote on the Capital Budget Ordinance until the Assembly of Delegates could place it on their agenda, and the Cape Cod Commission has an opportunity to discuss its capital requests.

b. Health & Environment

Mr. O'Brien presented to the Board. He explained increases in the Department's budget. He spoke regarding rising costs of the Lab due to increased use. He highlighted the retention of a courier service to expand the Lab's reach to customers, as well as increases in Lab staffing. In response to questions from Commissioners Cakounes and Beaty, there was a lengthy discussion regarding service to the towns from the lab versus the efficiency of competing labs. Mr. O'Brien noted the Lab's more comprehensive provision of services, and other cost savings it provides to towns. The Board discussed water quality testing. Commissioner Cakounes noted that it was his opinion that the County should not retain subcontractors for testing but rather keep such testing in house. Mr. O'Brien also discussed the Departments provision of environmental services. Further, he spoke regarding emergency preparedness. There was a discussion regarding the County's participation in early warning systems. Mr. O'Brien highlighted nursing services provided by the Department. In response to questions from Commissioners Beaty and Cakounes, Mr. O'Brien detailed the costs of providing vaccinations and other nursing services. Next, Mr. O'Brien highlighted the success of the Septic Loan Program. In response to a question from Commissioner Cakounes, there was a discussion regarding the possibility of contracting with outside entities to handle accounting for the program. Commissioner Cakounes stressed his concerns regarding employee costs, and noted that all Departments should continue to look for efficiencies to reduce the number of employees. Finally, there was a discussion regarding wastewater issues. In response to a question from Commissioner Flynn, there was a discussion regarding new techniques for lowering nitrogen. Commissioner Cakounes noted that there may be a reduction of services in the future due to financial concerns.

c. Fire Training Academy

Mr. Tebo, Mr. Tucker, and Mr. Coan presented to the Board. Mr. Tucker spoke regarding grant funding the Academy has recently received. Mr. Tebo noted the appearance of an increase in salary costs resulting from changes in accounting methods. He also noted cost increases due to additional auditing. There was a lengthy discussion regarding what the additional funding for auditing may be used for in upcoming fiscal years. In response to a question from Commissioner Beaty, Mr. Tebo noted that there should not be any supplemental budget requests by the Academy during this fiscal year. In response to a question from Commissioner

Cakounes, there was a discussion of costs related to the settlement of the recent litigation involving the Town of Barnstable.

d. Information Technology

Mr. Tebo and Mr. Traverse presented to the Board. Mr. Tebo noted that the County retained a consultant to find new efficiencies, streamline the department, and reduce costs. Mr. Traverse spoke regarding utilizing additional cloud based services. In response to a question from Commissioner Beaty, there was a discussion regarding the taping of County governmental meetings. This included a discussion regarding the planned inclusion of new electronic systems in the new space the County is preparing for the Assembly of Delegates. There also was a discussion of that inclusion's relation to the Assembly of Delegates' retention of a stenographer. Commissioner Cakounes noted that though he appreciated the Department's efforts, and thought it was moving in the right direction, he did not approve of joint initiatives between the Department and the Cape Cod Commission.

e. Cooperative Extension

Mr. Maguire and Ms. Murphy presented to the Board. Mr. Maguire spoke regarding increases in employee costs. He also spoke regarding the Department's efforts to cut costs in recent fiscal years. There was a lengthy discussion regarding the relationship between grant funding and the cost of salary and fringe benefits. There also was a discussion regarding charging towns on the Cape for services. Mr. Maguire also spoke regarding one time grant funding that the Extension would receive in this fiscal year. There was a discussion regarding the expansion of services to communities off Cape Cod. Commissioners Beaty and Cakounes, as well as Mr. Maguire expressed concerns with such an expansion. Commissioner Cakounes noted that the Extension could not do so without an increase in employee costs.

f. Resource Development

Ms. Ferguson and Mr. Schell presented to the Board. Ms. Ferguson noted the Office's budget reductions in response to the Board's calls to do so. Mr. Schell detailed budget decreases due to a planned reduction of AmeriCorps members. In response to a question from Commissioner Beaty, Mr. Schell detailed AmeriCorps' new plans to provide housing for their members. There were also discussions regarding changes to line items due to more detailed accounting, and AmeriCorps' vehicles. Mr. Yunits spoke regarding an expansion of communications services. Due to this change, personnel costs for staffed used to provide these services would be split between the budgets for the Commissioners' Office and

6. Approval of Minutes**a. Regular Meeting of January 10, 2018**

The Board decided to take up the approval of these minutes at the next regular meeting.

7. General Business**8. New Business – Other business not reasonably anticipated by the Chair****9. Commissioners' Actions****a. Authorizing the allocation of the Cape Cod Environmental Protection Fund balance into various reserve accounts**

Motion by Commissioner Beaty to authorize the allocation of the Cape Cod Environmental Protection Fund balance into various reserve accounts, 2nd by Commissioner Flynn, approved 3-0-0.

Ms. Senatori and Ms. Coyne answered questions regarding this item from the Board. Ms. Coyne detailed the process for the transfers. Commissioner Cakounes again highlighted the Commission's request for a new space, and his intention to put the capital budget on the agenda for the next regular meeting. Ms. Coyne informed the Board that their budget presentation would include rent costs.

b. Authorizing the approval of Unpaid Leave for Stephen Coan, Fire Training Academy

Motion by Commissioner Beaty to authorize the approval of unpaid leave for Stephen Coan, Deputy Director of the Fire and Rescue Training Academy, to be used for the period of February 4, 2018 through April 15, 2018, as presented. The unpaid status shall not apply until all accrued time (except sick time) is exhausted. 2nd by Commissioner Flynn, approved 3-0-0.

c. Authorizing the approval of Unpaid Leave for Sonja Sheasley, Resource Development office

Motion by Commissioner Beaty to authorize the approval of unpaid leave for Sonja Sheasley, Resource Development Officer, to be used for the period of February 21, 2018 through February 23, 2018, as presented. The unpaid status

shall not apply until all accrued time (except sick time) is exhausted. 2nd by Commissioner Flynn, approved 3-0-0.

d. Authorizing a carryover of vacation time for Mary McIsaac, Director or Finance/Treasurer

Motion by Commissioner Beaty to authorize the approval of the carryover of nine (9) days of vacation time from Fiscal Year 2017 for Mary McIssac, Director of Finance/Treasurer, to be used by April 30, 2018, as presented, 2nd by Commissioner Flynn approved 3-0-0.

e. Authorizing the Execution of Certificates for Dissolving Septic Betterments

Motion by Commissioner Beaty to authorize the chair to execute certificates for dissolving septic betterments as presented, 2nd by Commissioner Flynn approved 3-0-0.

10. Commissioners' Reports

Commissioner Cakounes spoke regarding his continuing work on leases of County properties.

11. County Administrator's Report

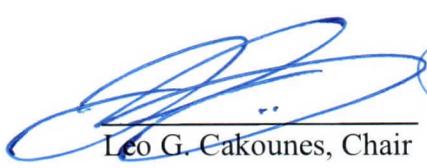
Mr. Yunits spoke regarding his preparations for upcoming testimony on Early Retirement Incentive Program legislation.

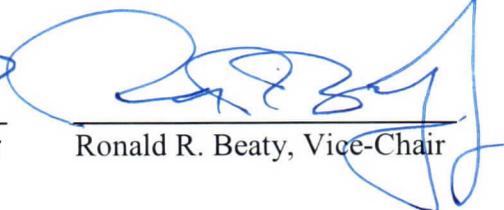
Mr. Tebo updated the Board on the status of the new dredge. He informed the Board that the dredge was now functioning and soon would be moved to Falmouth when weather permits.

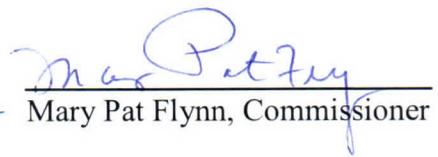
12. Adjournment

Barnstable, ss. At 12:45 P.M. on this seventeenth day of January, A.D. 2017, Commissioner Beaty made a motion to adjourn, 2nd by Commissioner Cakounes, approved 3-0-0.

Approved, Board of Regional Commissioners:


Leo G. Cakounes, Chair


Ronald R. Beaty, Vice-Chair


Mary Pat Flynn, Commissioner

01/24/18
Date

The foregoing records have been read and approved, January 24, 2018.

A true copy, attest:


Janice O'Connell, Regional Clerk