Committee Reports

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Natural Resources
DRAFT Minutes
February 14, 2018

The Standing Committee on Natural Resources met to review the 2019 proposed budgets of the:

- Cape Cod Commission
- Health & Environment, and the
- Cooperative Extension.

The committee met on February 14, 2018, beginning at 1:30 p.m.

Committee members present: Chairman Brian O'Malley, Lilli-Ann Green, Linda Zuern, and Alternate Mary Chaffee.

Also present, in the audience, and responding to committee inquiries: Commissioner Leo Cakounes, County Administrator Jack Yunits, Finance Director Mary McIsaac, Cape Cod Commission Acting Executive Director Kristy Senatori and Finance Officer Gail Coyne, Health & Environment Director Sean O'Brien and Public Health Nurse Deirdre Arvidson, Cooperative Extension Director Michael Maguire and Deputy Director Diane Murphy.

Chair Brian O'Malley opened the committee meeting and proceeded as follows:

1:30 P.M. Summary: Cape Cod Commission

Present from the Cape Cod Commission: Acting Executive Director Kristy Senatori and Finance Officer Gail Coyne.

Cape Cod Commission officers provided the committee with an overview of the budget and the FY19 projected budget increase of slightly less than 3.5%.

Officers noted that the ERIP (Early Retirement Incentive Plan) is not reflected in the proposed budget but could result in some restructuring of the Cape Cod Commission. Staffing levels in the current proposed budget is consistent with FY18.

A Regional Technology Service category has been added for FY19 and represents a shift away from the Joint Initiatives approach. CCC will work collaboratively with the IT program. This approach also places money in the IT budget for this purpose. Any work done for the County by the CCC will be reimbursed to the CCC.

The CCC provided the committee with a handout of the following highlights and changes of significance: budget overview and assumptions, budget changes from FY18 to FY19 proposed, and projected revenues and expenditures.

Salary budget lines reflect steps for eligible employees at 3% and a 2% COLA (Cost of Living Allowance) for all staff positions.

The current building lease will expire in November and the projected rent/lease increase is reflected in the proposed FY19 budget. CCC and County officials will look at future needs and consider a capital building project in the years ahead.

Motion made by Lilli-Ann Green, and seconded by Mary Chaffee, to recommend the Cape Cod Commission FY19 proposed budget of $6,054,749 to the Finance Committee. 3-1-0. Linda Zuern voted no.

Linda Zuern expressed concerns that the budget being put forward is not fiscally conservative and could be cut further such as salaries, benefits, IT expenses and the general expansion of the CCC beyond development.

2:10 P.M. Summary: Health & Environment

Present from the Health & Environment Department: Director Sean O'Brien.

The department anticipates a service level equal to that of previous fiscal years with three exceptions:

Administration - previous Director Heufelder resigned, moved over to the test center, and was replaced by Sean O'Brien at a lower salary. Salary accounts for all divisions within the department were redistributed and broken out for FY19. An organizational chart provided information related to the reporting structure within the department.

Many of the salaries at the department are offset with grants as detailed on the personnel schedule provided by the Finance Department.

There may be a potential for staffing changes and savings within the department in FY19 due to the ERIP (Early Retirement Incentive Plan).

A higher use of the building resulted in an increase in projected heating costs for FY19.

- Laboratory – an increase in capacity at lab with revenues increasing from $650,000 to $840,000 in FY18 all due largely to the receipt of additional grants. Increase in department contractual account due to use of a courier service. This service a more cost-effective approach and allows for higher staff productivity.
- Capital funding request of $154,000 was granted and will upgrade and replace a 10-year old piece of equipment and a $34,000 request will address safety equipment at the lab.
- Environmental – the salary account related to programs that support fifteen cape communities increased but is off-set through grants. Programs include water sampling, groundwater monitoring, landfill gas monitoring, hoarding, septic tracking, and others. In the future, water quality testing (not sampling) may be further explored by the County for inclusion within the department laboratory.

Director O'Brien provided an overview and update related to Emergency Preparedness, Public Health Nursing, Septic System Loan Program and Wastewater Management Support.

Public Health Nurse Deirdre Arvidson reported on the use of travel clinics on Cape Cod and how well received these are by the public and others in the medical field. The Public Health Division vaccinates over 2,000 people a year.

Motion made by Lilli-Ann Green, and seconded by Linda Zuern, to recommend the Health & Environment FY19 proposed budget of $3,675,830.41 and capital budget of $188,000 to the Finance Committee. 4-0-0.

2:55 P.M. Summary: Cooperative Extension

Present from the Cooperative Extension: Director Michael Maguire and Deputy Director Diane Murphy.

Director Maguire emphasized there is a lot of communication between departments especially the Health & Environment Department and Cape Cod Commission. There is no duplication of services. Department communications are also at the forefront with State and Federal agencies.

The department has the potential to lose up to three staff positions with the implementation of the ERIP (Early Retirement Incentive Plan). Community needs will continue to be addressed within the department. A personnel schedule was provided to committee

members that reflect current staffing levels and does not reflect any early retirements. A 2% COLA is budgeted for all 18 staff and 8 positions would also receive a step increase. There are no program changes, but staff reductions will influence youth education and outreach programs. In anticipation of staff reductions outreach and youth education programs are not being scheduled after 6/30/18. There is a possibility of utilizing volunteers for these programs but typically programs have not prospered under this type of arrangement.

The Marine Program remains strong due to an increased interest in climate change. Grants are available, but some are limited. The CRS (re: Community Rating System Coordinator) grant expired and the County is budgeting the full salary amount in FY19.

There are minimum changes in account lines other than salary and fringes. The staff costs associated with the retirement fringe benefit are budgeted within each department. Costs associated with OBEB (Other Post Retirement Benefits) are budgeted in the Shared Costs budget.

Motion made by Lilli-Ann Green, and seconded by Mary Chaffee, to recommend the Cooperative Extension FY19 proposed budget of $2,228,294.36 to the Finance Committee. 4-0-0.

Motion to adjourn the meeting was unanimous.
The meeting adjourned at 3:30 p.m.

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

List of Meeting Materials:

- FY19 Proposed line item budgets for Cape Cod Commission, Health & Environment, and Cooperative Extension
- Personnel schedules for Cape Cod Commission, Health & Environment, and Cooperative Extension
- Cape Cod Commission handouts (2 pages)
- Health & Environment handouts (3 pages)
- Proposed FY19 Budget Ordinance 18-01
- Proposed FY19 Capital Budget 18-02
- Standing Committee on Natural Resources 2/14/18 meeting notice and agenda

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Economic Affairs
DRAFT Minutes
February 21, 2018

The Standing Committee on Economic Affairs met to receive a presentation on the Cape Cod Commission Comprehensive Economic Development Strategy (CEDS) and its proposed budget contained within the Cape Cod Commission proposed budget for FY19. The committee met on February 21, 2018, beginning at 2:00 p.m.

Committee members present: Chairman Edward McManus, John Ohman, and Mary Chaffee.

Also present, in the audience, and responding to committee inquiries: Cape Cod Commission Acting Executive Director Kristy Senatori, Finance Officer Gail Coyne, and Chief Economic Development Officer Leslie Richardson.

Chair Edward McManus opened the committee meeting and proceeded as follows:

2:00 P.M. Summary: Cape Cod Commission Comprehensive Economic Development Strategy

Present from the Cape Cod Commission: Acting Executive Director Kristy Senatori, Finance Officer Gail Coyne, and Chief Economic Development Officer Leslie Richardson.

Commission representatives delivered a handout and presentation to committee members titled "Economic Development".

Leslie Richardson reported that Cape Cod's economy is stable at this time and close to what it was prior to the last recession. The mission is to insure a balanced and sustainable economy but there are limitations within the Cape economy that must be addressed. Long term priorities were reviewed including an update of the 5-year CEDS plan scheduled for June 2019.

There have been many accomplishments effecting infrastructure, information access, zoning changes, and business expansions and investments. The CCC and CEDS are working and making progress on creating greater sustainability and diversity on the Cape.

As an example, the CCC works with anchoring institutions such as OpenCape and the Regional Wide Area Network that will help bring work to people versus people to work.

Housing was cited as one of the biggest challenges in trying to figure out how to accommodate and make affordable housing units for people who want to live and work year-round on Cape Cod while considering density, smart growth, and infrastructure including wastewater.

The Economic Development Council was reestablished within Barnstable County. A request of $250,000 was made for FY19 and it is anticipated that funding will be made available through the county.

The CCC and CEDS works with other county department throughout the year to help accomplish its mission.

Motion made by John Ohman, and seconded by Mary Chaffee, to recommend the line item of the Cape Cod Commission CEDS FY19 proposed budget of $250,000 to the Finance Committee. 3-0-0.

Committee members expressed interest in receiving an update and presentation from OpenCape in the near future. Committee members will contemplate future agenda items and submit suggestions to the Clerk who will forward requests to the committee chairperson.

Motion to adjourn the meeting was unanimous.
The meeting adjourned at 2:45 p.m.

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

List of Meeting Materials:

- FY19 Proposed line item budgets for Cape Cod Commission (includes CEDS)
- Personnel schedules for Cape Cod Commission
- Cape Cod Commission CEDS presentation
- Proposed FY19 Budget Ordinance 18-01
- Standing Committee on Economic Affairs 2/21/18 meeting notice and agenda

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Telecommunications & Energy
DRAFT Minutes
February 21, 2018

The Standing Committee on Telecommunications & Energy met to review the 2019 proposed budget of the Information Technology Department. The committee met on February 21, 2018, beginning at ~~2:00~~ 3:00 p.m.

Committee members present: Chairman James Killion, Lilli-Ann Green, and Deborah McCutcheon.

Also present, in the audience, and responding to committee inquiries: Assistant County Administrator Steve Tebo and Information Technology Director Bill Travers.

Chair James Killion opened the committee meeting and proceeded as follows:

3:00 P.M. Summary: Information Technology

Present from the Information Technology Department: Assistant County Administrator Steve Tebo and Information Technology Director Bill Travers.

The IT Department budget for FY19 represents a large shift in strategy to migrate as much as possible to Cloud service providers through the outsourcing of infrastructure needs except for the network. This represents a savings of approximately $249,000. However, the Joint Initiatives Program was rolled into the IT Department budget at a cost of $258,000 for FY19. The net was an increase of approximately $20,000 to the IT Department budget proposed for FY19.

The IT Department will not be affected by the Early Retirement Incentive Program (ERIP). However, there could be a reduction in staff mid-year based on what will be done with the towns and the services offered to them. Town's will be offered a tiered system of services (with a full cost recovery to the county) and the county will not be involved in their day to day problems. In the future it will be easier to allocate costs for IT services to the various departments within the county. The same will apply to municipal clients served by the county.

The consultant hired by the county suggested changes. The county will be using software it already owns. Migrating to the Cloud was inevitable and happened sooner than expected. For example, the county's migration to Skype for Business for Government saved a $250,000 capital investment for the county. Over the course of the next several years the county could save approximately $150,00 per year in capital costs.

Motion made by Deborah McCutcheon, and seconded by Lilli-Ann Green, to recommend the Information Technology FY19 proposed budget of $1,293,502.55 to the Finance Committee. 3-0-0.

Motion to adjourn the meeting was unanimous.
The meeting adjourned at 3:50 p.m.

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

List of Meeting Materials:

- FY19 Proposed line item budgets for the Information Technology Department
- Personnel schedules for Information Technology Department
- Information Technology Service Pricing List
- Information Technology handout
- Proposed FY19 Budget Ordinance 18-01
- Standing Committee on Telecommunications & Energy 2/21/18 meeting notice and agenda

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Finance
DRAFT Minutes
February 28, 2018

The Standing Committee on Finance met to review the 2019 proposed budgets of the:

- Resource Development Office (RDO)/AmeriCorps
- Board of County Commissioners
- Finance Department and Capital Budget
- Assembly of Delegates

The committee met on February 28, 2018, beginning at 1:30 p.m.

Committee members present: Chairman Ronald Bergstrom, John Ohman, and Patrick Princi.

Also present, in the audience, and responding to committee inquiries: County Commissioner Leo Cakounes, Assistant County Administrator Steven Tebo, Finance Director Mary McIsaac, Assembly Speaker E. Suzanne McAuliffe, Assembly Clerk Janice O'Connell, Health & Environment Director Sean O'Brien, County Accountant Steven Amara, RDO Director Julie Ferguson, Dan Schell AmeriCorps Program Coordinator, Human Rights Commission (HRC) Vice-Chairperson Dr. Kate Epperly, HRC Truro Town Representative Laurie Venninger, and HRC Eastham Town Representative Dave Schropfer.

Chair Ronald Bergstrom opened the committee meeting and proceeded as follows:

1:30 P.M. Summary: Resource Development Office (RDO)/AmeriCorps

Present from the Resource Development Office: Director Julie Ferguson and from AmeriCorps: Program Director Dan Schell.

Director Julie Ferguson and AmeriCorps Program Director Dan Schell provided a general explanation of programs and the grant structure. A Personnel Schedule, program handouts and annual report were made available to Committee Members.

The proposed FY19 budget reflects a reduction in the number of AmeriCorps Program Members from 32 to 24 representing a decrease in County matching funds from $260,000 to $207,000 which is a 25% staff reduction. The overall AmeriCorps budget for FY19 will be reduced from $850,000 to $745,642.

The RDO budget reflects a reduction of approximately $99,931. Approximately $66,000 is attributed to AmeriCorps cost reductions and $33,000 attributed to RDO cost reductions. There may be a cost savings at the end of FY18 due to the Early Retirement Incentive Plan (ERIP). Staff reductions at RDO, from 4 to 2, accounted for the savings in the budget.

The value of services provided to the towns is estimated at approximately $29.00 per hour. The effect on towns of reduction in RDO/AmeriCorps staff is difficult to determine for FY19. Budget reductions reflect efficiency efforts by the department and a request from the County Commissioners to reduce costs. Cost savings were also the result of a retiring director.

No vote or recommendation was made on the Resource Development Office/AmeriCorps.

1:45 P.M. Summary: Board of County Commissioners

Present from the Board of County Commissioners: County Commissioner Leo Cakounes and Assistant County Administrator Steven Tebo.

County Commissioner Leo Cakounes explained the difference in their budget from FY18 to proposed FY19. Committee members received a Personnel Schedule related to this budget review.

The Commissioners are proposing a split of the Assembly Clerk/County Clerk between the Assembly budget and the Commissioners budget. The pay rate and grade will not be affected. The Commissioners determined that the Assembly Clerk position only requires a 25-hour work week and 12.5 hours per week would be charged to the Commissioners Office for County Clerk duties for a total of 37.5 hours of work per week. No action will be taken until the budget for FY19 is adopted. Job descriptions are in draft form. Examples of projects intended for the County Clerk were outlined by Commissioner Cakounes and Steven Tebo.

The Commissioners have budgeted, and level funded the Human Rights Coordinator position. The Human Rights Commission expressed interest in increasing the budget by $8,569 to bring the scheduled work hours from 13.5 to 19 per week. The HRC Representative present indicated that the work load is great, and 19 hours per week are necessary to do the job. The County Commissioners would like to investigate a restructuring of the HRC and the possibility of moving away from being an agency of the county government structure.

No vote or recommendation was made on the Board of County Commissioners budget.

2:35 P.M. Summary: Capital Budget

Present from the Commissioners Office and Finance Department: Assistant County Administrator Steven Tebo, Finance Director Mary McIsaac.

Committee members received a copy of Proposed Ordinance 18-02 representing the capital requests for FY19. The request for capital expenses in FY19 will be offset with increased revenues from the laboratory and the Fire Training Academy. The revenue generated from the capital expenses will offset loan and debt service associated with these expenses.

No vote or recommendation was made on the Capital Budget.

2:45 P.M. Summary: Finance Department (including Shared Costs, Debt Service, Public Safety-Sheriff's Liability, Fringes, and Misc. & Contingency)

Present from the Finance Department: Finance Director Mary McIsaac.

Committee members received a Personnel Schedule for the Finance Office.

The Finance Office budget reflects a $95,000 reduction due to:

- a shift of the Payroll/Benefits Coordinator position over to the Commissioners Office budget and
- a split of a Finance Assistant position between the Finance Office and the laboratory to handle invoicing and billing.

The organizational structure of the Finance Office was outlined by the Finance Director and compared to previous years.

There were no issues or questions with other sections of the Finance budget (Shared Costs, Debt Service, Public Safety-Sheriff's Liability, Fringes, and Misc. & Contingency).

No vote or recommendation was made on the Finance Department budget.

3:00 P.M. Summary: Assembly of Delegates

Present from the Assembly of Delegates: Assembly Clerk Janice O'Connell.

Committee members received a Personnel Schedule for the Assembly of Delegates Office.

The committee was reminded by Commissioner Cakounes that the Assembly Clerk position was split by the Commissioners to reflect 25 hours per week for the Assembly Clerk position and 12.5 hours per week for the County Clerk position. In addition to this budget change, Professional Services (stenographer) was reduced to $0. Commissioner Cakounes told the committee that a transcript of a meeting does not fit the definition of minutes as required by the state. Commissioners had discussion regarding the In-State-Travel budget but no action to reduce this line item was taken by the Commissioners but may be a topic of discussion in the future.

Assembly Clerk Janice O'Connell mentioned that the FY17 budget was under spent by approximately $1,000. The FY18 budgeted expenses as compared to FY19 as submitted by the Assembly represents an approximate $1,000 decrease. The Commissioners recommended a FY19 budget reduction of $59,700 which reflects fringe benefit adjustments, the spilt of the Clerk's position, and the elimination of the stenographer.

No vote or recommendation was made on the Assembly budget.

Motion to adjourn the meeting was unanimous.
The meeting adjourned at 3:15 p.m.

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

List of Meeting Materials:

- FY19 Proposed line item budgets for Resource Development Office (RDO)/AmeriCorps, Board of County Commissioners (including the Human Rights Commission), Finance Department, Capital Budget, and Assembly of Delegates
- Personnel schedules for Resource Development Office/AmeriCorps, County Commissioners (including the Human Rights Commission), Finance Department, and Assembly of Delegates
- RDO handouts and annual report
- Proposed FY19 Budget Ordinance 18-01
- Proposed FY19 Capital Budget 18-02
- Standing Committee on Finance 2/28/18 meeting notice and agenda

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Health & Human Services
DRAFT Minutes
March 7, 2018

The Standing Committee on Health & Human Services met to review the 2019 proposed budgets of the:

- Human Services Department
- Children's Cove

The committee met on March 7, 2018, beginning at 1:30 p.m.

Committee members present: Chairman Patrick Princi, Brian O'Malley, and Alternate Linda Zuern.

Also present, in the audience, and responding to committee inquiries: Human Services Director Beth Albert, Children's Cove Executive Director Stacy Gallagher, County Administrator Jack Yunits and Finance Director Mary McIsaac.

Chair Patrick Princi opened the committee meeting and proceeded as follows:

1:40 Summary: Human Services Department

Present from the Human Services Department: Director Beth Albert.

Beth Albert provided committee members with a memo highlighting the FY19 budget. There were no significant changes as compared to the FY18 budget. Beth Albert noted that grant funds support approximately 40% of the overall budget and approximately 40% of associated salaries and fringes. Major grants to be administered in FY19 were identified.

The Prevention Wellness Trust Fund was originally a three-year grant but extended for an additional 12 months.

The SHINE Program is funded with federal dollars that may be decreasing in FY19. The department is following this closely and pursuing local grants that could help fill the gap.

The HOME Grant funding forecast is not optimistic and on the chopping block. The county is responsible for on-going monitoring and of concern to the county if funding is cut.

There are challenges being faced by the department and the county in several major grant funded areas into the future.

Motion made by Patrick Princi, and seconded by Brian O'Malley, to recommend the Human Services FY19 proposed budget of $1,230,061.90 to the Finance Committee. 3-0-0.

2:10 P.M. Summary: Children's Cove

Present from Children's Cove: Executive Director Stacy Gallagher.

Children's Cove grants, as detailed in the FY19 MUNIS budget document, were highlighted by the Director. The Director was tasked with seeking new grants and is optimistic that the county will receiving funding notification by the end of March for a four-year Victim of Crime Act Grant of $198,000. This funding will supplement the department's budget.

The National Children's Alliance Grant, the Massachusetts Children's Alliance Grant, the Department of Child and Family Services (DCF) Grant, and the SAIN Grant all remain consistent. The department director is seeking support from the Massachusetts legislative delegation for an increase in the DCF earmark grant and continues to look for additional grant funds.

There were some increases and decreases in the proposed budget. Advertising decreased but liability insurance increased. Insurance coverage increase reflects the recommendations made by the county's insurance carrier. In-kind legal services are provided by a pro-bono attorney on site. AmeriCorps Vista also provides in-kind services by building and coordinating all the volunteers.

Cases have increased. There are approximately 100 active cases and another 100 "soft" case referral. Training and education in the community are proving to be successful.

Motion made by Brian O'Malley, and seconded by Linda Zuern, to recommend Children's Cove FY19 proposed budget of $842,847.66 to the Finance Committee. 3-0-0.

Committee Member Brian O'Malley expressed disappointment in the fact that the Human Rights Commission (HRC) budget was now a part of the County Commissioners budget and not being reviewed by the Health & Human Services Committee. Chairman Princi pointed to the fact that the HRC budget was reviewed by the Finance Committee on 2/28/18 with the Commissioners budget and members from the HRC were present and given the opportunity to make comments. Chairman Princi pointed out that another opportunity will be made available for comments at a public hearing on the proposed budget for FY19.

Motion to adjourn the meeting was unanimous.
The meeting adjourned at 2:35 p.m.

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

List of Meeting Materials:

- FY19 Proposed line item budgets for the Human Services Department and Children's Cove
- Personnel schedules for Health & Human Services and Children's Cove
- Memo from Human Services Director Beth Albert dated 3/7/18
- Proposed FY19 Budget Ordinance 18-01
- Standing Committee on Health & Human Services 3/7/18 meeting notice and agenda

BARNSTABLE COUNTY ASSEMBLY OF DELEGATES
Standing Committee on Public Services
DRAFT Minutes
March 21, 2018

The Standing Committee on Public Services met to review the 2019 proposed budgets of the:

- Register of Deeds
- Facilities
- Dredge
- Fire Training Academy

The committee met on March 21, 2018, beginning at 1:00 p.m.

Committee members present: Chairman John Ohman, Mary Chaffee, Susan Moran (arrived @ 2:10 PM), Thomas O'Hara and Linda Zuern.

Also present, in the audience, and responding to committee inquiries: Register of Deeds Jack Meade, County Administrator Jack Yunits, Interim Assistant County Administrator Steven Tebo, Finance Director Mary McIsaac, and Fire Training Academy Deputy Director Paul Tucker.

Chair John Ohman opened the committee meeting. Motion made by Mary Chaffee to waive reading of committee meeting notice, seconded by Thomas O'Hara. Unanimous 4-0-0.

1:00 Summary: Register of Deeds

Present from the Register of Deeds: Register of Deeds Jack Meade.

Register of Deeds budget is down from FY18 by 3.4%. The overall budget decrease was due in large part to the elimination of a staff position and replacement staff coming in at lower pay steps. However, salaries are up for FY19 due to the budgeting of sick leave buy back and a salary increase for the Register of Deeds that is tied to a legislative schedule agreed to by the County Commissioners.

Since 2011 advances in technology have created efficiencies and contributed to savings within the department and will continue into FY19.

Explanation was provided by Jack Meade regarding the separation of land court and regular registry of deeds personnel. Land court accounts for approximately 1/3rd of all recordings and the regular registry of deeds for about 2/3rds.

The registry fee scheduled was discussed and it was noted that the department collects recording revenues that cover operational costs.

Revenues are ahead of projections for FY18 with one fiscal quarter remaining. In FY19 tax changes might have an influence on revenues. Excise tax revenues are the largest source of revenues for the department with the business side of revenue estimated at 2.475 million and the excise tax side estimated at 10.5 million for FY19. The Register of Deeds indicated this was a reasonable estimate of revenues for FY19. At this time there does not appear to be any legislation action scheduled that would increase revenues for the county.

Motion made by Mary Chaffee, and seconded by Susan Moran, to recommend the Register of Deeds FY19 proposed budget of $2,568,210.02 to the Finance Committee. 5-0-0.

1:35 P.M. Summary: Facilities

Present from Facilities: Interim Assistant County Administrator Steven Tebo.

The county receives reimbursements from the state for the buildings it uses: 96% for 1st District Courthouse; 80% for Superior Courthouse; 100% for 2nd District Courthouse in Orleans; and 46% for the Registry and Probate Building. The Registry and Probate Building reimbursement rate will increase once the Cooperative Extension relocates. Repairs will be necessary on the Registry of Deeds and Superior Court buildings over the next five years. The state will reimburse the county for capital expenses attributed to these building repairs.

The facilities budget has remained stable for several years. Efficiencies have created cost savings and at some point in the upcoming FY the full-time mail clerk position will probably be eliminated.

Expenses at the Innovation Building have increased because CLC is no longer occupying the building and paying rent. The county is considering a fee-based use for county meeting spaces. No decisions have been made yet, but a policy is being discussed and developed.

Doing work in-house has helped to reduce costs and expenses. The landscaping budget was reduced by $5,000 reflecting the fact that the county can handle its own snow removal. Facilities is no longer involved in maintenance of the Rt. 6 Rest Area and shares no expense related to the facility. Costs shifted to the Town of Yarmouth.

Concerns were voiced by the Chairman regarding the AmeriCorps housing situation in Bourne. The county is reviewing the leasing documents and trying to locate adequate housing for the AmeriCorps members displaced from Bourne.

Motion made by Thomas O'Hara, and seconded by Linda Zuern, to recommend the Facilities FY19 proposed budget of $2,420,109.26 to the Finance Committee. 5-0-0.

2:05 P.M. Summary: Dredge (Enterprise Fund)

Present from the Dredge: Interim Assistant County Administrator Steven Tebo.

The salary account lines will increase in FY19 to reflect the hiring of three new deck hands for the new dredge. These are very difficult positions to fill. The plan is to have one dredge working while the other is on the move. In addition, staff trained to make use of new technology related to mapping will also create efficiencies.

The new dredge will be operational soon. It has been tested and sand will be run through it next week. It is probable that the old dredge "The Cod Fish" will need to be replaced within the next 5 years. It has been on the water for approximately 24 years. The booster pump will probably need to be replaced soon. A smaller dredge for ponds will be considered in the future based on demand and complexities of the permitting process.

The county is working on a new cost schedule for the dredge. This year the cost to dredge a cubic yard increased from 13 to 15 dollars per cubic yard which is cheaper than using a private company.

The permitting process for dredging operations is a challenge but the county is working with the Cape Cod Commission to help with the permitting and planning process and will reimburse the commission for work related to this task. The increase in the technical services account line reflects anticipated costs associated with compensable reimbursements payable to the Cape Cod Commission.

Motion made by Thomas O'Hara, and seconded by Mary Chaffee, to recommend the Dredge (Enterprise Fund) FY19 proposed budget of $2,025,999.84 to the Finance Committee. 5-0-0.

2:40 P.M. Summary: Fire Training Academy

Present from the Fire Training Academy: Interim Assistant County Administrator Steven Tebo and Fire Training Academy Deputy Director Paul Tucker.

The Fire Training Academy received a $100,000 grant form the state in FY18 and anticipates that will also be the case for FY19. The funding will be used for training courses, to purchase and update training gear, and for purchasing portable props.

The Seaport Grant of $300,000 will be used for a maritime prop. Diagrams were shared with the committee. A maritime training program is being explored and developed for fire training certification for boat captains. Licensing is now being required for boat captains and the academy is marketing this opportunity.

The academy is looking forward and would like to become self-supporting in the next several years. Revenues are on an upswing and new opportunities are being considered. The Fire Academy Training Academy site has been cleaned up and standards will be high. Within 5 to 10 years the site may be developed into an emergency preparedness center for the county. Re-branding and re-naming of the Fire Training Academy may be under consideration in the future.

Motion made by Thomas O'Hara, and seconded by Linda Zuern, to recommend the Fire Training Academy FY19 proposed budget of $431,367 to the Finance Committee. 5-0-0.

Motion to adjourn the meeting was unanimous.
The meeting adjourned at 3:15 p.m.

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

List of Meeting Materials:

- FY19 Proposed line item budgets for the Registry of Deeds, Facilities, and Dredge
- Personnel schedules for Registry of Deeds, Facilities and the Dredge
- Handouts (2) Fire Training Academy: Maritime Simulator 1 and 2 Stack System diagrams
- Proposed FY19 Operating Budget Ordinance 18-01
- Proposed FY19 Dredge (Enterprise Fund) Ordinance 18-03
- Standing Committee on Public Services 3/21/18 meeting notice and agenda