

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