

*COMMONWEALTH OF MASSACHUSETTS*

Barnstable, ss.

At a regular meeting of the Barnstable County Board of Regional Commissioners, held in the Superior Courthouse in Barnstable, on the twenty-fifth day of April, A.D. 2018

**Board Regional Commissioners:**

Ronald R. Beaty                      Present

Leo G. Cakounes                      Present

Mary Pat Flynn                      Present

**Staff Present:**

Jack Yunits                              County Administrator

Owen Fletcher                          Executive Assistant, Administration

Sean O'Brien                          Director, Health and Environment

Paul Tucker                              Deputy Director, Fire Rescue Training Academy

Greg Berman                              Coastal Processes Specialist, Cape Cod Cooperative Extension

Shannon Jarbeau                          Community Rating System Coordinator, Cape Cod Cooperative Extension

Kristy Senatori                          Acting Director, Cape Cod Commission

Gail Coyne                                Fiscal Manager, Cape Cod Commission

Erin Perry                                 Special Projects Coordinator, Cape Cod Commission

Tom Cambareri                          Technical Services Director/Water Resources, Cape Cod Commission

Ian Roberts                                Technical Support Specialist, Information Technology

**1. Call to Order**

Chairman Cakounes called the meeting to order at 10:00 A.M.

**2. Pledge of Allegiance****3. Moment of Silence****4. Public Comment**

No members of the public commented at this meeting.

**5. Approval of Minutes****a. Regular Meeting of April 11, 2018**

*Motion by Commissioner Beaty to approve the regular meeting minutes of April 11, 2018 as presented, 2<sup>nd</sup> by Commissioner Cakounes, approved 3-0-0*

**6. General Business**

- a. Report from Shannon Jarbeau, Community Rating System & Floodplain Coordinator, and Greg Berman, Coastal Processes Specialist, of the Cape Cod Cooperative Extension, on their travel to Miami, Florida from February 27, 2018 through March 3, 2018, for a Sea Grant Network Visioning Workshop on Community Response to Flooding**
- b. Report from Greg Berman, Coastal Processes Specialist of the Cape Cod Cooperative Extension, on his travel to Burlington Vermont from March 25, 2018 through March 27, 2018, for a Sea Grant Network Visioning Workshop on Weather and Climate**
- c. Report from Shannon Jarbeau, Community Rating System & Floodplain Coordinator, of the Cape Cod Cooperative Extension, on her travel to Charleston, South Carolina from February 6, 2018 through February 8, 2018, for NOAA's Social Coast Conference**

Ms. Jarbeau and Mr. Berman presented to the Board. They explained that the Sea Grant Program is developing plans for the next ten (10) years through a visioning program. Ms. Jarbeau noted that she is seeking to ensure through her participation in the program that community ratings systems and flooding issues are included in those plans. Ms. Jarbeau explained the history of the program in response to

questions from Commissioners Beaty and Flynn. Chairman Cakounes asked a question regarding grants for deep water exploration. Mr. Berman explained that though those types of programs are not directly related to the visioning program, they are generally connected to it.

**d. Presentation on the Barnstable County Water Quality Laboratory**

Mr. O'Brien presented to the Board. He detailed current and projected revenues generated by the laboratory. He also detailed uses of LCMSMS equipment. He spoke regarding the utility of testing instruments in the lab, and there was a lengthy discussion regarding laboratory services.

**e. Discussion on the disbursement of Cape & Islands License Plate Funds, and an update on account balance and future expected revenue**

Chairman Cakounes explained that he placed this item on the agenda to give the Board a chance to consider the subject. He detailed that he planned to work on a draft plan and bring it forward to the Board for its input. Chairman Cakounes addressed the status of the funds. He also noted a decline in revenues year over year.

**f. Discussion on a proposed Memorandum of Understanding with the Cape Cod Commission regarding, but not limited to, regional technology services and dredging operations**

Chairman Cakounes provided a draft to the Board. He noted that originally staff created two drafts that he combined into one draft. Chairman Cakounes explained that the Board would take no action at this meeting to await more changes from County staff. Commissioner Beaty asked that the Board give a deadline so that it could act on this item at the next meeting.

**g. County Reimbursement Policy for Employees and Elected Officials**

*Motion by Commissioner Beaty to approve a County Reimbursement Policy for Employees and Elected Officials, as amended to include following IRS regulations and Best Practices for Municipalities, referencing IRS publication 463-Travel, Entertainment, Gifts, Car Expenses and Topic number 511 – Business Travel Expense, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

Mr. Yunits explained the development of and changes to the policy. He highlighted that the mileage rate would be indexed to Internal Revenue Service rates. Commissioner Beaty asked about specific reimbursements related to the Massachusetts Municipal Association Conference. Chairman Cakounes explained that the members of the Assembly of Delegates believe that this policy would not apply to their body.

**h. County Administrator Evaluation for Fiscal Year 2018**

*Motion by Commissioner Beaty to approve the Evaluation of the County Administrator for Fiscal Year 2018, as presented, with addition of Commissioner Flynn rating form, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

Chairman Cakounes explained that this item would be approved pending the inclusion of rating numbers from Commissioner Flynn.

**i. Resolution 18-01: Requesting that Massachusetts State Representative Sarah Peake petition the General Court that Barnstable County be authorized to establish a Deeds Excise Fund**

Chairman Cakounes noted that he appeared before the Assembly of Delegates and asked them not to support this resolution. He detailed the history of the relevant legislation the County previously asked to be filed in the Legislature. He noted that the legislation would only affect Barnstable County, and that the current Board of Commissioners decided not to ask for the legislation to be filed again. Instead, the current Board had decided to join another piece of similar legislation that affects other counties as well. The Commissioners also noted that there was no current legislation on this matter and that this resolution would have no practical effect. Therefore, the Chairman stated that he would support no action by the Board.

**j. Ordinance 18-03: Adding to the County's Operating Budget for Fiscal Year 2018, by making a supplemental appropriation for expenses**

*Motion by Commissioner Beaty to approve Ordinance 18-03, adding to the County's operating budget for Fiscal Year 2018, by making a supplemental appropriation for expenses in the amount of \$ 215,000.00 for contractual services, court judgements, and emergency repairs, previously adopted by the Assembly of delegates on April 18, 2018, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

**7. New Business – Other business not reasonably anticipated by the Chair****8. Commissioners' Actions****a. Authorizing the approval of a timesheet for Jack Yunits, County Administrator, for the period of April 1, 2018 through April 14, 2018**

*Motion by Commissioner Beaty to approve a timesheet for Jack Yunits, County Administrator, for the period of April 1, 2018 through April 14, 2018, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

- b. Authorizing the creation of a new fund, for a grant from the Massachusetts Executive Office of Elder Affairs, to the Human Services Department, to support activities related to the Serving the Health Insurance Needs of Everyone (SHINE) Program, in the amount of \$69,092.00 for Fiscal Year 2019**

*Motion by Commissioner Beaty to authorize the creation of a new fund, for a grant from the Massachusetts Executive Office of Elder Affairs, to the Human Services Department, to support activities related to the Serving the Health Insurance Needs of Everyone (SHINE) Program, in the amount of \$69,092.00 for Fiscal Year 2019, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

Commissioner Beaty expressed his appreciation and support for the program.

- c. Authorizing the execution of a subaward agreement with Buzzards Bay Coalition, in the amount of \$20,500.00, for the period of September 1, 2016 through August 31, 2020, for the Southeast New England Coastal Watershed Restoration Program (SNEP) grant.**

*Motion by Commissioner Beaty to authorize the execution of a subaward agreement with Buzzards Bay Coalition, in the amount of \$20,500.00, for the period of September 1, 2016 through August 31, 2020, for the Southeast New England Coastal Watershed Restoration Program (SNEP) grant, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

The Board discussed the funding source, noting that it came through outside grant funds.

- d. Authorizing the award of a contract to Timmons Group, on behalf of the Cape Cod Commission, for the design of a coastal resiliency web application, for an amount not to exceed \$85,000.00, for a period through January 31, 2019**

*Motion by Commissioner Beaty to authorize the award of a contract to Timmons Group, on behalf of the Cape Cod Commission, for the design of a coastal resiliency web application, for an amount not to exceed \$85,000.00, for a period through January 31, 2019, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

Ms. Senatori and Ms. Perry answered questions from the Board regarding the need for this contract.

- e. Authorizing the renewal of a contract with Powers & Sullivan, LLC to provide auditing services, for the period of July 1, 2018 through June 30, 2021**

*Motion by Commissioner Beaty to authorize the renewal of a contract with Powers & Sullivan, LLC to provide auditing services, for the period of July 1, 2018 through June 30, 2021, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

Mr. Yunits explained that the County was already using Powers & Sullivan, and that it had performed satisfactorily.

- f. Authorizing the renewal of a contract with Browntech, Inc., on behalf of the Registry of Deeds, to provide Computer Programming, Maintenance Services, eFiling Support and Online Streaming Backup/Disaster Recovery, for the period July 1, 2018 through June 30, 2019**

*Motion by Commissioner Beaty to authorize the renewal of a contract with Browntech, Inc., on behalf of the Registry of Deeds, to provide Computer Programming, Maintenance Services, eFiling Support and Online Streaming Backup/Disaster Recovery, for the period July 1, 2018 through June 30, 2019, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

- g. Authorizing the renewal of a contract with Conduent, on behalf of the Registry of Deeds, to provide Index Verification, Online correction, and Microfilm Book Printing and Binding, for the period of July 1, 2018 through June 30, 2019**

*Motion by Commissioner Beaty to authorize the renewal of a contract with Conduent, on behalf of the Registry of Deeds, to provide Index Verification, Online correction, and Microfilm Book Printing and Binding, for the period of July 1, 2018 through June 30, 2019, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

- h. Authorizing the execution of an Eligible Purchaser Certificate for Nicholas Robinson, for the resale purchase of property located in the Town of Orleans**

*Motion by Commissioner Beaty to authorize the execution of an Eligible Purchaser Certificate for Nicholas Robinson, for the resale purchase of property located in the Town of Orleans, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

- i. Authorizing the Execution of Certificates for Dissolving Septic Betterments**

*Motion by Commissioner Beaty to authorize the Chair to Execute the Certificates for Dissolving Septic Betterments, 2<sup>nd</sup> by Commissioner Flynn, approved 3-0-0*

## **9. Commissioners' Reports**

Commissioner Beaty – spoke regarding the Coastal Resources Committee. He asked that the ordinance the Board was working on be finalized. He also addressed the Board regarding an AmeriCorps Advisory Committee meeting that he attended.

Chairman Cakounes noted his attendance at a recent Assembly of Delegates Finance Committee Meeting. He reported that the Assembly plans to amend the Budget to return Assembly Clerk to a full-time position, delete the County Clerk Salary, include an increase to Human Rights Commission assistant position, and reinstitute the funding of the Assembly

Stenographer. He stated that the full Assembly would vote next week. Chairman Cakounes also spoke regarding his attendance at the wake and funeral of Sergeant Gannon on Tuesday and Wednesday of last week. He thanked all who aided in the arrangements and coordination of the Service, with special thanks to County Staff.

Chairman Cakounes also spoke regarding a meeting he attended with Senator Cyr on the Route 6 Rest Area future, a meeting with Fire Academy staff and interested parties on including Police training on site, his attendance at Family Day at Fire Training Academy on Saturday, and a forum given by Senator Elizabeth Warren on Opioid addiction. Finally, he updated the Board of his attendance at recent Barnstable County Retirement Board Meetings and plans to take required courses.

#### **10. County Administrator and Staff Reports**

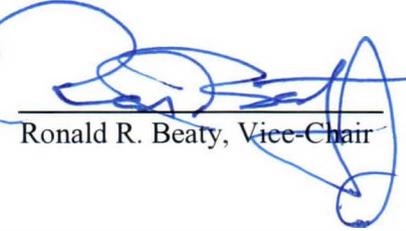
Mr. Yunits spoke regarding meetings he attended at Joint Base Cape Cod. He also detailed grant money available to the Water Quality Lab. Human Rights Academy.

#### **11. Adjournment**

*Barnstable, ss. at 10:45 P.M. on this twenty-eighth day of March A.D. 2018, 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

05/02/18  
Date

The foregoing records have been read and approved, May , 2018.

A true copy, attest:

  
Janice O'Connell, Regional Clerk