

# AGENDA PACKET

07/18/18 REGULAR MEETING

# AGENDA ITEM 5a

Approval of Minutes: Regular Meeting of July 11, 2018 (NO DOCUMENTS)

# AGENDA ITEM 6a

Presentation and discussion regarding housing for the AmeriCorps Cape Cod Fiscal Year 2019 Program (NO DOCUMENTS)

# AGENDA ITEM 6b

Discussion regarding issuing a Request for Proposals for the County Farm in the Town of Barnstable (NO DOCUMENTS)

# AGENDA ITEM 6c

Discussion regarding appointments to the Barnstable County Coastal Management Committee (NO DOCUMENTS)

# AGENDA ITEM 8a

Authorizing the execution of a contract for a grant from the United States Economic Development Administration to the Cape Cod Commission, in the amount of \$70,000.00, for a period from July 1, 2018 through June 30, 2021 to develop and implement a regional comprehensive economic development strategy

**FINANCIAL ASSISTANCE AWARD**

GRANT     COOPERATIVE AGREEMENT

FEDERAL AWARD ID NUMBER

**ED18PHI3020012**

PERIOD OF PERFORMANCE

07/01/2018-06/30/2021

STREET ADDRESS

3195 MAIN ST

FEDERAL SHARE OF COST

\$70,000.00

CITY, STATE, ZIP CODE

BARNSTABLE MA 02630-1105

RECIPIENT SHARE OF COST

\$70,000.00

AUTHORITY

Planning Program under Section 203 of the Public Works and Economic Development Act of 1965 (PWEDA) as amended (42 U.S.C. 2121 et seq.)

TOTAL ESTIMATED COST

\$140,000.00

CFDA NO. AND NAME

11.302 , Planning

PROJECT TITLE

Cape Cod Commission EDA Partnership Planning Grant - July 2018 - June 2021

**This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.**

- DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS
- R & D AWARD
- FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- BUREAU-SPECIFIC ADMINISTRATIVE STANDARD AWARD CONDITIONS
- SPECIAL AWARD CONDITIONS
- LINE ITEM BUDGET
- 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
- 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- MULTI-YEAR AWARD (PLEASE SEE THE MULTI-YEAR SPECIAL AWARD CONDITION.)
- DEPARTMENT OF COMMERCE PRE-AWARD NOTIFICATION REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS (REF:79 FR 78390 DECEMBER 30, 2014)
- OTHERS(S):  
EDA's Regulations at 13 CFR Chapter III, including 13 CFR part 303 Planning Investments and Comprehensive Economic Development Strategies

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Linda Cruz-Carnall

Grants Officer

DATE

06/29/2018

PRINTED NAME, PRINTED TITLE AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Leo Cakounes, Ronald Beaty, Mary Pat Flynn, Barnstable County Commissioners

DATE

## DETAILED SCOPE OF WORK

### CAPE COD COMMISSION EDA PARTNERSHIP PLANNING GRANT- JULY 2018-2021

The purpose of this investment is to establish a more balanced regional economy with opportunities for all residents through the implementation of the 2014 CEDS 5-year plan and its update to be completed in June 2019. CEDS implementation efforts fall into three general categories: Regional Economic Development Planning, Economic Research, Data Dissemination & Outreach, and Implementation Projects.

#### REGIONAL ECONOMIC DEVELOPMENT PLANNING

Under planning, the goals for this year include completing the Regional Policy Plan update and continuing to manage the CEDS strategy committee and completing the annual evaluation process.

REGIONAL ECONOMIC DEVELOPMENT PLANNING			
Projects	Funding Source	New or Ongoing	Comments
Regional Policy Plan Update and Implementation	CCC	Ongoing	Update ED goals; Continue to develop a new Regional Capital Infrastructure Program; Identify and track implementation metrics.
Complete CEDS 5-Year Update	EDA	Ongoing	Beginning July 2018, guide an intensive planning process to update the CEDS 5-year plan, draft document and orchestrate approval & submission.
Complete CEDS Annual Reports	EDA	Ongoing	Evaluate CEDS Implementation to maintain EDA certification and EDD designation
Coordinate BCEDC/ CEDS Strategy Committee	EDC	Ongoing	Quarterly Meetings of the full board with sub-committees meeting more regularly; Administrative Support; planning guidance and reporting

#### ECONOMIC RESEARCH, DATA DISSEMINATION & OUTREACH

Under research, the staff will implement a five-year survey research strategy and undertake targeted research and statistical analysis on the relationship between land use planning, housing, and economic development. The STATSCapeCod will continue to provide the most up-to-date demographic and economic data available and staff will make improvements to the look and methods of displaying data on the site as well as develop additional regional benchmarks and other types of infographics.

Projects	Funding Source	New or Ongoing	Comments
Survey Strategy	CCC	New	Develop and implement 5-year survey research strategy that will support longitudinal data analysis of key constituencies including residents, businesses, property owners, and second-home owners.
Environmental Economics	CCC	New	Research and analyze data to better understand the relationship between environmental quality and infrastructure costs, property values, and market opportunities.

## DETAILED SCOPE OF WORK

Projects	Funding Source	New or Ongoing	Comments
STATSCapeCod	EDC	Ongoing	Regular maintenance and upgrades of geographic profiles and maps as well as economic benchmarks
Presentations	CCC	Ongoing	Presentations and other types of outreach on the regional economy and economic development efforts under the CEDS

### IMPLEMENTATION PROJECTS

CEDS implementation will continue to focus on specific regional priority projects and the RESET program to provide targeted technical assistance to towns to overcome local impediments to economic development. Current CEDS priority projects may be continued in the CEDS 5-year update or new projects may be identified as having priority based upon a public engagement process to be undertaken by the BCEDC. The following table focuses on current CEDS projects.

IMPLEMENTATION PROJECTS				
Projects	Consultant/ Staff	Funding Source	New or Ongoing	Comments
Regional Harbor Planning and Infrastructure Evaluation	Staff/ Consultant	EDC/CCC	Ongoing	Developed scope of work outlining a prototype Harbor Management Analysis for long-term strategic maintenance of regional harbors – test the prototype on 3-4 harbors
Integrated Infrastructure Planning	Staff/ Consultant	EDC/CCC	Ongoing	Continue roll-out of regional capital infrastructure plan and regional mechanisms for funding of infrastructure
Wastewater in Economic Centers	Staff	EDC/CCC	Ongoing	Continue to seek funding to build treatment facilities
Climate Change Economic Impact Assessment	Staff/ Consultant	EDC/CCC	New	Continue work on identifying sea level rise risks and mitigation approaches; develop framework for economic resiliency within CEDS 5-Year update
Expedited Permitting	Staff	EDC/CCC	Ongoing	Continue to work with towns to streamline local and regional permitting; e-permitting rollout continued
Strategic Information Office	Staff/ Consultant	EDC/CCC	Ongoing	Regional database, metrics, and GIS
RESET - Intensive Town Technical Assistance	Staff	EDC/CCC	Ongoing	Work with towns to identify impediments to economic development in areas designated for growth; design and implement joint studies and action plans to address impediments (average 2-3 projects per year)

# AGENDA ITEM 8b

Authorizing the approval of a grounds request by the American Cancer Society to utilize the County Courts Complex for the start and finish of their annual Making Strides Against Breast Cancer event on Sunday October 14, 2018



July 9, 2018

Dear Commissioner:

The American Cancer Society is planning the annual Making Strides Against Breast Cancer event on Sunday October 14, 2018. We have utilized the courthouse as our start/finish location over the last few years and our participants love it. The location in the village is perfect and of course the walk route is picturesque. We again would like to ask for your permission to use the front courtyard of the Barnstable County Superior Courthouse as our Start/Finish location.

As a vital part of our walk we request the use of the Barnstable County Courthouse Bandstand and parking lot for use as part of our event day activities and parking. Our event will be held (including set-up and breakdown) from 7am to 3pm. We are also asking that access to the bandstand electrical be available so that our radio sponsor may plug in their equipment as in years past. We have secured our own restrooms and trash receptacles and will endeavor to keep all areas clean and tidy. The American Cancer Society Making Strides Against Breast Cancer is more than a walk; it demonstrates the progress we are making together to fight this disease. Making Strides does not have a registration fee or minimum fundraising requirements, and unites friends, families, and coworkers to raise awareness and funds to fight breast cancer.

We will be sure to acquire all necessary permitting and town permissions for this event and hope that you will consider joining us on the walk day to celebrate this wonderful event. Your acceptance of this request will help the American Cancer Society save more lives from breast cancer and allow the Barnstable County Courthouse to connect with community members in new and meaningful ways. Breast cancer touches so many people in our community, but it's only when we join together that we will finish the fight. Through the Making Strides Against Breast Cancer walk, the American Cancer Society is doing the most to help people with breast cancer today and striving to find cures to end the disease tomorrow. Your support is what will make it possible to end breast cancer.

I have attached our current certificate of insurance for your review.

If you have any questions, please contact me at 508-367-1542 or [Susie.Frost@cancer.org](mailto:Susie.Frost@cancer.org) Thank you in advance for your consideration and I look forward to hearing from you.

Sincerely,

Susie Frost  
Community Manager, American Cancer Society  
4 Hollyhock Dr. West Barnstable, MA. 02668 (home office)

New England Division 1324 Belmont St. Suite 204 Brockton, MA. 02301

REMARKS: (Continued from Page1):

Extra Expense \$10,000,000 limit

Miscellaneous Equipment/Leased/Rented Equipment - \$1,000,000 subject to \$100,000 Deductible

# AGENDA ITEM 8c

Authorizing the execution of a contract for a sub-award from the Tufts Health Plan Foundation, Inc. through the Cape Cod Foundation (CCF), in the amount of \$121,520.00, for the period of July 1, 2018 through June 30, 2020

## AGREEMENT

This agreement made July 2, 2018 by and between **Barnstable County Department of Human Services**, hereinafter called the "**CONTRACTOR**" and **Cape Cod Foundation, Inc.** hereinafter called the "**FOUNDATION**" for the **Healthy Aging—Cape Cod Project**.

Healthy Aging-Cape Cod (HA-CC) Project funding will support a baseline assessment of age-friendly and dementia-friendly (AF-DF) elements that will involve all 15 towns on Cape Cod, a Regional Action Plan, and activities necessary to join AARP's Network of Age-Friendly Communities as an "Age-Friendly Region."

**WITNESSETH**, that the Contractor and the Foundation for the consideration hereinafter named agree as follows:

### ARTICLE 1. SCOPE OF WORK

The Contractor shall furnish materials/services called for in **Exhibit A, Scope of Work**.

The Contractor shall designate County-employed staff to perform the duties of Project Manager outlined in the Scope of Work

### ARTICLE 2. TIME PERIOD

This contract is for the period of **July 2, 2018 – June 30, 2019**.

### ARTICLE 3. THE CONTRACT SUM

The Foundation shall pay the Contractor:

#### **A. A sum up to \$55,234.07.**

1. Up to \$50,921.57 of the total sum may be expended for staffing.
2. Up to \$ 4,312.50 of the total sum may be expended for project-related expenses such as supplies, travel.
3. The Contractor will provide a Project Manager.

B. Contractor may bill for reimbursement for materials, travel, and expenses,

C. Work shall be carried out accordance with Exhibit A, Scope of Work, and **Exhibit B, Healthy Aging-Cape Cod Project Budget, Year 1**.

**ARTICLE 4. TIME OF PAYMENT**

The Foundation shall pay the Contractor on original invoices only. Payment shall be made to Contractor within 30 days of receipt of accepted invoice.

**ARTICLE 5. THE CONTRACT DOCUMENTS**

Exhibits A and B, together with this Agreement, form the Contract, and they are fully a part of the Contract as attached and incorporated herein by reference.

**ARTICLE 6. TERMINATION FOR CAUSE**

Either the Foundation or the Contractor may terminate this Agreement, for cause, at any time upon written notice to the other party designating the reason for said termination. Termination shall be effective immediately. All terms in the contract are contingent upon funding.

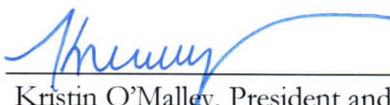
**ARTICLE 7. REPORTING**

The Contractor shall furnish an accounting of hours expended and project-related expenditures with the original invoice.

The Contractor shall furnish a brief (1-2 page) quarterly narrative report of project activities and milestones, with attachments as necessary.

**IN WITNESS WHEREOF** the parties hereto have executed the Agreement, the day and year first above written.

**By CONTRACTOR:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Leo Cakounes / Mary Pat Flynn / Ronald Beaty  
Barnstable County Commissioners

**CAPE COD FOUNDATION, INC.:**  \_\_\_\_\_  
Kristin O'Malley, President and CEO

## **Exhibit A**

### **Scope of Work for Healthy Aging-Cape Cod Project Manager**

- a. Provides strategic direction, planning, and implementation, of regional and town-level assessments.
- b. Manages relationships with and deliverables to the Foundation and to the Tufts Health Plan Foundation, the source of the project's funding to The Cape Cod Foundation, Inc.
- c. Manages and approves work hours, daily activities, and work product of Project Assistant.
- d. Provides analysis and reporting of results.
- e. Produces one Regional Age-Friendly/Dementia-Friendly Baseline Assessment, and 15 town-specific AF-DF assessments.
- f. Plans community outreach activities; produces and provides presentation materials for public speaking and outreach activities.
- g. Reports to the Director of the Barnstable County Department of Human Services.

**Exhibit B**

**Budget: Healthy Aging-Cape Cod Project, Year 1 (7/1/18 – 6/30/19)**

<b>The Cape Cod Foundation, Inc.</b> (Fiscal Sponsor for Healthy Aging-Cape Cod Project)	
Contractor:	<b>Barnstable County Department of Human Services</b>
Project/Program Title:	<b>Healthy Aging-Cape Cod</b> A 2-Year Assessment & Planning Process to Become an Age-Friendly Region
PROGRAM/PROJECT Budget--YEAR 1 of 2 7/1/18 - 6/30/2019	
<u>Item</u>	<u>Project Budget</u>
Salaries and Wages	\$0
Other Personnel Costs	
<i>Consultant: Vaira Harik, Project Manager.</i> <i>Strategic direction, planning &amp; implementation of regional and town-level assessments, analysis and reporting of results.</i> <i>(2.1 Days per Week in Year 1)</i>	\$50,921.57
<i>Supplies: Community Events/Town Meetings/Focus Groups</i> <i>(15 events in Year 1 x \$180 per event)</i>	\$2,700.00
<i>Travel: (est. 50 miles per event, RT x 2 staff x \$0.55/mile)</i>	\$412.50
<i>Printing &amp; Copying (\$100 per month)</i>	\$1,200.00
Other (specify)	
<b>Subtotal</b>	\$55,234.07
<i>Indirect Costs - 0%</i>	0.0%
	\$0.00
<b>Total Costs</b>	<b>\$55,234.07</b>

# AGENDA ITEM 8d

Authorizing the creation of a new fund for a sub-award from the Tufts Health Plan Foundation, Inc. through CCF, in the amount of \$121,520.00, for the period of July 1, 2018 through June 30, 2020



B A R N S T A B L E C O U N T Y

*Resource Development and AmeriCorps Cape Cod*

P.O. Box 427

Barnstable, MA 02630

Quan Tobey

(508) 375-6965 phone



**DATE: July 11, 2018**

**TO:** County Commissioners

**FROM:** Quan Tobey

**SUBJECT:** New Fund Memo for Tufts Health Plan Foundation, Inc. funding for Human Services Dept.  
through the Cape Cod Foundation

Barnstable County and the Human Services Dept. has received a subaward from the Cape Cod Foundation (CCF) through the Tufts Health Plan Foundation, Inc. CCF is the lead applicant for this grant and will retain 4% of funding for administrative costs associated with managing and reporting on this grant. Funding received will pay for a portion of salary and fringe for human services staff to conduct baseline assessments to determine age-friendly and dementia friendly communities and develop a region wide plan as well as plans for each of the 15 towns on Cape Cod. Funding is for two years, totaling \$121,520.

Because this is a unique funding opportunity and Barnstable County was not the lead applicant, the Barnstable County Human Services Dept. will be executing subcontracts with CCF for each individual staff member involved on the grant and their respective scope of work for each fiscal year. This initial contract represents the scope of work for Project Manager Vaira Harik in year one. Additional contracts for a Project Assistant in year one, and for the Project Manager in year two, will be forthcoming.

Please sign below so the Finance Department may establish a new fund for this project.

Respectfully submitted,

Quan Tobey

Leo G. Cakounes  
Chair

Mary Pat Flynn  
County Commissioner

Ronald R. Beaty  
Vice-Chair

Date

# AGENDA ITEM 8e

Authorizing the creation of a new fund for a contract with the Town of Orleans to render sanitation services, in the amount of \$31,900.00, for the period of July 1, 2018 through June 30, 2019



B A R N S T A B L E C O U N T Y

*Resource Development and AmeriCorps Cape Cod*

P.O. Box 427  
Barnstable, MA 02630  
Quan Tobey  
(508) 375-6965 phone



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## NEW FUND MEMO REQUEST

**DATE:**

**TO:** Barnstable County Commissioners; County Administrator, Jack Yunits

**FROM:** Bobbi Moritz (RDO)

**SUBJECT:** FUND REQUEST: FY19 – Town of Orleans Sanitation Contract

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Barnstable County Department of Health and Environment has received the FY19 Contract renewal from the Town of Orleans in the amount of \$31,900.00 for Sanitation Services to be provided to the Town by the County.

Please authorize the Finance Department to establish a new fund for this contract.

The Contract is attached for your reference.

Please return this signed document to me at the RDO so that I can submit a Budget Memo to the Finance Department.

Respectfully submitted,

Bobbi Moritz  
Resource Development Officer

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Leo G. Cakounes  
Chair

Mary Pat Flynn  
County Commissioner

Ronald R. Beaty  
Vice-Chair

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Date

# AGENDA ITEM 8f

Authorizing the renewal of a contract with ProCourier to provide courier services to the Water Quality Laboratory for a period of one (1) additional year through June 30, 2019

COUNTY OF BARNSTABLE  
PURCHASING  
DEPARTMENT OF FINANCE  
SUPERIOR COURT HOUSE  
P.O. BOX 427  
BARNSTABLE, MASSACHUSETTS 02630

**Elaine Davis**  
Chief Procurement Officer

Phone: (508) 375-6637  
Fax: (508) 362-4136  
Email:  
edavis@barnstablecounty.org

July 11, 2018

**MEMORANDUM**

**TO:** County Commissioners  
**FROM:** Elaine Davis, Chief Procurement Officer  
**RE:** Contract Renewal

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The County issued an Invitation for Bids for Courier Services for the Health Lab. The awarded bidder was ProCourier.

Please vote to renew the contract with Pro Courier to provide courier services to the Health lab for one additional year under the same terms and conditions of the original bid.

Thank you.

County Commissioners:

\_\_\_\_\_  
Ronald R. Beaty, Jr.

\_\_\_\_\_  
Mary Pat Flynn

\_\_\_\_\_  
Leo Cakounes

\_\_\_\_\_  
Date

# COUNTY OF BARNSTABLE

## Courier Bid

Date: 10-16-2017

10:00AM

Health Department

Vendor Name:

Certificate

Copies

Price

Comments

Cape Cod Courier

✓

✓

Trip 1 - \$210.  
Trip 2 - \$75.

Add'l routes per hour \$1.75  
per mile \$50.00

Pro Courier

✓

✓

Trip 1 - \$299.50  
Trip 2 - \$74.50

Add'l routes per hour N/A  
per mile \$2.25

The above is a complete and accurate listing of all vendors who have submitted quotes.

Chief Procurement Officer

*Clare Davis*

Witness

*Barbara Austin*

# AGENDA ITEM 8g

Authorizing the execution of the discharge of a mortgage by James L. Kennedy to Barnstable County, acting by and through the Cape Cod Commission, dated June 5, 2001 (NO DOCUMENTS)

**DISCHARGE OF MORTGAGE**

**Barnstable County, acting by and through the Cape Cod Commission, *the holder of a mortgage***

*By*     **James L. Kennedy**

*to*     **Barnstable County, acting by and through the Cape Cod Commission,**

*dated*   **June 5, 2001**

*recorded with the*   **Barnstable County Registry of Deeds Book 13920 Page 201**

*acknowledges satisfaction of the same.*

*Witness our hand and seal this* \_\_\_\_\_ *day of July 2018*

BARNSTABLE COUNTY,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As County Commissioners

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this \_\_\_\_\_ day of July 2018, before me, the undersigned notary public personally appeared \_\_\_\_\_

\_\_\_\_\_  
and proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

# AGENDA ITEM 8h

Authorizing the execution of Certificates for dissolving Septic Betterments (NO DOCUMENTS)