

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

At a regular meeting of the Barnstable County Board of Regional Commissioners, held in the Commissioners' Conference Room, in the Superior Courthouse, on the eighth day of January, A.D. 2020

**Barnstable County Commissioners:**

Ronald R. Beaty	Present
Ronald Bergstrom	Present
Mary Pat Flynn	Present

**Barnstable County Assembly of Delegates**

John Ohman	Delegate, Town of Dennis
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**Staff Present:**

Jack Yunits	County Administrator
Steve Tebo	Assistant County Administrator
Justyna Marczak	Human Resources Director, Administration
Owen Fletcher	Executive Assistant, Administration
Elizabeth Braccia	Director of Finance/Treasurer
Donald Reynolds	Director, Facilities
Phil Burt	Director, Cape Cod Center for Public Safety Training
Mike Maguire	Director, Cape Cod Cooperative Extension
Sean O'Brien	Director, Health and Environment
Julie Ferguson	Director, Resource Development Office
Ian Roberts	Technical Support Specialist, Information Technology

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Moment of Silence**

Chairman Bergstrom asked for a moment of silence to support all members of the armed forces serving both at home and abroad.

**4. Public Comment**

No members of the public offered comment.

**5. Approval of Minutes****a. Regular Meeting of January 2, 2020**

*Motion by Commissioner Beaty to approve the minutes of the Board of Regional Commissioners' Regular Meeting of January 2, 2020 as presented, 2nd by Commissioner Flynn, approved 3-0-0*

**6. Fiscal Year 2021 County Budget Presentations****a. Fiscal Year 2021 Budget Overview**

Mr. Yunits and Ms. Braccia presented to the Board. They highlighted increases in the general budget. Ms. Braccia noted that those increases are largely due to mandatory costs such as the County Sheriff's Pension Contribution, and the Early Retirement Incentive Program (ERIP). Ms. Braccia and Mr. Yunits explained increases in the Commissioners' Office's Budget due to re-organization accounting for an expansion of communication services and new accounting for the Assistant County Administrator's salary.

The Board engaged in a lengthy discussion on the effect of savings due to the ERIP. The Commissioners questioned why the budget increase was more than last year's. Mr. Yunits noted the County largely used savings from the ERIP to restructure County staff and invest in new County Services. The Board discussed the effect of health insurance costs on the budget, and expressed its support for the expansion of communications services.

**b. Fiscal Year 2021 Five-Year Capital Plan**

*Motion by Commissioner Beaty to approve the Board of Regional Commissioners' Fiscal Year 2021 Five-Year Capital Plan, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

Ms. Braccia and Mr. Yunits presented to the Board. Ms. Braccia discussed the County's Real Estate Committees' recommendation for a study on constructing a new County office complex on existing County property. Mr. Maguire answered questions from the Board regarding building a structure to provide space for Cape Cod Cooperative Extension on the County Farm. The Board had a lengthy discussion regarding capital costs for any changes to the farm and alternatives to house the Extension.

**c. Board of Regional Commissioners' Office**

Mr. Yunits generally discussed the Commissioners' Office budget during the presentation for Item 6a.

**d. Assembly of Delegates**

Delegate Ohman and Ms. O'Connell presented to the Board. They highlighted decreases in the Assembly's budget year over year. The Board engaged in a lengthy discussion regarding the process for the County funding Assembly legal costs.

**e. Finance Department**

Ms. Braccia presented to the Board. She noted increases in the budget due to the transfer of an assistant from the Resource Development Office to Finance. She also noted the transfer would create a corresponding decrease in the the budget for the Resource Development Office. Ms. Braccia highlighted many opportunities for savings the Finance Department is taking advantage of. She also discussed changes to the County's handling of debt service to comply with best practices.

**f. Resource Development Office and AmeriCorps Cape Cod**

Ms. Ferguson presented to the Board on the Resource Development Office and AmeriCorps proposed budgets. The Board discussed costs for housing AmeriCorps Members.

**g. Cape Cod Center for Public Safety Training**

Mr. Burt presented on the budget to the Board. The Commissioners engaged in a lengthy discussion on the Commonwealth's possibly future involvement in the Center's operations. Mr. Burt noted this could lead to a possible decrease in both expenses and revenues. The Board also engaged in discussions regarding the benefits of using independent contractors versus employees at the Center, and the timeframe for the Center's self sufficiency.

**7. General Business****a. Proposed Ordinance 20-\_\_ , To authorize the County to purchase capital equipment, and**

*Motion by Commissioner Beaty to introduce a proposed ordinance, to authorize the County to purchase capital equipment, and implement capital improvements for use in conducting the business of the County and to borrow money to pay, pursuant to Sections 2 - 8(e) and 5 - 4(b) of the Barnstable County Home Rule Charter, at the next regular or special meeting of the Assembly of Delegates, as presented as presented , 2nd by Commissioner Flynn, approved 3-0-0*

**8. New Business – Other business not reasonably anticipated by the Chair**

There was no other business not reasonably anticipated by the Chair.

**9. Commissioners' Actions****a. Authorizing filling of a vacancy for a full-time Extension Educator/Youth Coordinator Position in the Cape Cod Cooperative Extension as recommended by the County Review Committee**

*Motion by Commissioner Beaty to authorize filling of a vacancy for a full-time Extension Educator/Youth Coordinator Position in the Cape Cod Cooperative Extension as recommended by the County Review Committee, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

Mr. Maguire explained the need to fill the position. He noted it was vacated due to the County's ERIP and the department had changed the position's responsibilities before requesting to fill it.

**b. Authorizing the approval of a reimbursement request from Kristy Senatori, Executive Director of the Cape Cod Commission, in the amount of \$756.02, for a period from October 1, 2019 through December 31, 2019**

*Motion by Commissioner Beaty to authorize the approval of a reimbursement request from Kristy Senatori, Executive Director of the Cape Cod Commission, in the amount of \$756.02, for a period from October 1, 2019 through December 31, 2019, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

**c. Authorizing fee increases for County Water Quality Laboratory analysis**

*Motion by Commissioner Beaty to authorize fee increases for County Water Quality Laboratory analysis, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

Mr. O'Brien explained the need to increase fees to ensure the laboratory would not generate losses due to changes and advances in testing.

- d. Authorizing the execution of an amendment to an agreement, for a grant from the United States National Oceanic and Atmospheric Administration, through Woods Hole Oceanographic Institute to the Cape Cod Cooperative Extension, executed May 2, 2018, in the amount of \$985,500.00, to support the Woods Hole Sea Grant Marine Extension Program, for a period from February 1, 2018 through January 31, 2021, to extend the performance period for an "Evaluation of River Herring Passage" Project for an additional year, through January 31,**

*Motion by Commissioner Beaty to authorize the execution of an amendment to an agreement, for a grant from the United States National Oceanic and Atmospheric Administration, through Woods Hole Oceanographic Institute to the Cape Cod Cooperative Extension, executed May 2, 2018, in the amount of \$985,500.00, to support the Woods Hole Sea Grant Marine Extension Program, for a period from February 1, 2018 through January 31, 2021, to extend the performance period for an "Evaluation of River Herring Passage" Project for an additional year, through January 31, 2021, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

Mr. Maguire explained that this amendment would not change the amount of the agreement, but would permit Cape Cod Cooperative Extension Staff to complete its work on this project.

- e. Authorizing a request to the Nantucket County Commissioners to authorize Barnstable County to include Nantucket County in the Invitation for Bids for Trade Contractors on an annual basis pursuant to Section 1-5 of the Barnstable County Home Rule Charter**

*Motion by Commissioner Beaty to authorize a request to the Nantucket County Commissioners to authorize Barnstable County to include Nantucket County in the Invitation for Bids for Trade Contractors on an annual basis pursuant to Section 1-5 of the Barnstable County Home Rule Charter, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

- f. Authorizing the approval of Brown, Lindquist, Fenuccio & Raber Architects, Inc. as the finalist recommendation of the Proposal Evaluation Committee, for the County issued Request for Qualifications for the Barnstable County Farmhouse Expansion (#7893), and delegation of authority to the Committee to negotiate and recommend a contract with the successful bidder, pursuant to the County Designer Selection Procedures**

*Motion by Commissioner Beaty to authorize the approval of Brown, Lindquist, Fenuccio & Raber Architects, Inc. as the finalist recommendation of the Proposal Evaluation Committee, for the County issued Request for Qualifications for the Barnstable County Farmhouse Expansion (#7893), and delegation of authority to the Committee to negotiate and recommend a contract with the successful bidder, pursuant to the County Designer Selection Procedures, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

Mr. Yunits explained the process for this award and noted the firm submitted the only response to the request.

- g. Authorizing the discharge of a mortgage by Rajwadi Shashikant, acting by and through the Cape Cod Commission, to Barnstable County, dated June 18, 2013, and recorded with the Barnstable County Land Court Registry as Document No. 1224064**

*Motion by Commissioner Beaty to authorize the discharge of a mortgage by Rajwadi Shashikant, acting by and through the Cape Cod Commission, to Barnstable County, dated June 18, 2013, and recorded with the Barnstable County Land Court Registry as Document No. 1224064, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

**h. Authorizing the execution of an Eligible Purchaser Certificate for a HOME Program deed restricted property located at 22 Greenville Drive, in the Town of Sandwich (Forestdale)**

*Motion by Commissioner Beaty to authorize the execution of an Eligible Purchaser Certificate for a HOME Program deed restricted property located at 22 Greenville Drive, in the Town of Sandwich (Forestdale), as presented, 2nd 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 Certificates for Dissolving Septic Betterments, as presented, 2nd by Commissioner Flynn, approved 3-0-0*

**10. Commissioners' Reports**

The Board offered no reports at this meeting.

**11. County Administrator and Staff Reports**

Mr. Yunits spoke regarding the process for retaining an attorney to advise the Board on County owned properties in the Town of Bourne. He also spoke regarding the Board directly allocating funds to cover the operations of the Route 6 Rest Area for the upcoming season. Mr. Yunits noted the Board could directly allocate those funds without going through the County's Economic Development Committee for a recommendation.

**12. Adjournment**

Barnstable, ss. at 12:09 P.M. on this eighth day of January A.D. 2020, motion by Commissioner Beaty to adjourn, 2nd by Commissioner Flynn, approved 3-0-0

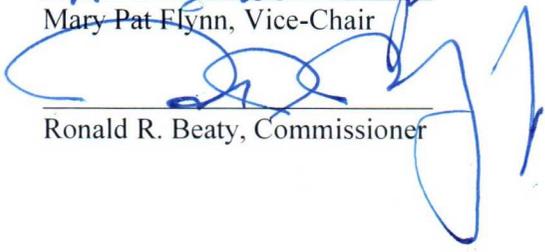
**List of Documents**

- Proposed Ordinance 20-\_\_, To authorize the County to purchase capital equipment, and implement capital improvements for use in conducting the business of the County and to borrow money to pay
- Barnstable County Job Description for a Youth Extension Educator in the Cape Cod Cooperative Extension
- Reimbursement request from Kristy Senatori, Executive Director of the Cape Cod Commission, in the amount of \$756.02, for a period from October 1, 2019 through December 31, 2019
- Memorandum to Jack Yunits, Administrator, County of Barnstable, from Sean M. O'Brien, Director, Barnstable County Department of Health and Environment, regarding "Request for reevaluation of Barnstable County Laboratory Fees", dated December 23, 2019
- Amendment to an agreement, for a grant from the United States National Oceanic and Atmospheric Administration, through Woods Hole Oceanographic Institute to the Cape Cod Cooperative Extension, executed May 2, 2018, in the amount of \$985,500.00, to support the Woods Hole Sea Grant Marine Extension Program, for a period from February 1, 2018 through January 31, 2021, to extend the performance period for an "Evaluation of River Herring Passage" Project for an additional
- Draft Correspondence dated January 8, 2020 to Jason Bridges, Chair, Nantucket County Commissioners, regarding "Participation in Barnstable County Bids" from Ronald Bergstrom, Chairman of the Barnstable County Board of Regional Commissioners
- Memorandum dated January 3, 2020 to the County Commissioners from Jennifer Frates, Chief Procurement Officer, regarding "General Approval - #7893 RFQ: Designer Services for the Barnstable County Farmhouse Expansion"
- Discharge of a mortgage by Rajwadi Shashikant, acting by and through the Cape Cod Commission, to Barnstable County, dated June 18, 2013, and recorded with the Barnstable County Land Court Registry as Document No. 122
- Eligible Purchaser Certificate for a HOME Program deed restricted property located at 22 Greenville Drive, in the Town of Sandwich (Forestdale)

Approved, Board of Regional Commissioners

  
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Ronald Bergstrom, Chair

  
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Mary Pat Flynn, Vice-Chair

  
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Ronald R. Beaty, Commissioner

A true copy, attest:

The foregoing records have been read and approved, January <sup>15<sup>th</sup></sup>, 2020.

A true copy, attest:

  
\_\_\_\_\_  
Janice O'Connell, Regional Clerk

