Call to Order

Deputy Speaker MORAN: I'm calling to order the meeting for Wednesday, February 19th, 2020 of the Assembly of Delegates at the Barnstable County Complex.

Under the Calendar of Business, the first item we will have a moment of silence to honor our troops who have died in service to our country, and all those serving our country in the Armed Forces.

(Moment of silence.)

Deputy Speaker MORAN: Thank you. Next we have the Pledge of Allegiance.

Please rise.

(Pledge of Allegiance.)

Deputy Speaker MORAN: Thank you.

Deputy Speaker MORAN: We will have a call of the roll by the Assembly Clerk.

Roll Call Attendance

Present (86.25%): Mary Chaffee (4.55% - Brewster), J. Terence Gallagher (2.30% - Eastham), Lilli-Ann Green (1.27% - Wellfleet), Elizabeth Harder (5.67% - Harwich), James Killion (9.58% - Sandwich), Deborah McCutcheon (0.93% - Truro), Susan Moran (14.61% - Falmouth), Thomas O’Hara (6.49% - Mashpee), John Ohman (6.58% - Dennis), Brian O’Malley (1.36% - Provincetown), Randi Potash (2.84% - Chatham), Patrick Princi (20.92% - Barnstable – remote participation due to distance), Linda Zuern (9.15% - Bourne – remote participation due to illness).

Absent (13.75%): Christopher Kanaga (2.73% - Orleans), E. Suzanne McAuliffe (11.02% - Yarmouth).

Clerk O'CONNELL: Madam Speaker, you have a quorum with 86.25 percent of the Delegates present and 13.75 percent are absent.

Deputy Speaker MORAN: Thank you.

Approval of the Calendar of Business of 2/19/20

Deputy Speaker MORAN: The next item on the agenda is approval of the Calendar of Business.

Delegate O’MALLEY: So moved.

Delegate HARDER: Second.

Deputy Speaker MORAN: All those in favor by roll call?

Roll Call for Approval of the Business Calendar of 2/19/20

Voting “YES” (86.25%): Mary Chaffee (4.55% - Brewster), J. Terence Gallagher (2.30% - Eastham), Lilli-Ann Green (1.27% - Wellfleet), Elizabeth Harder (5.67% - Harwich), James Killion (9.58% - Sandwich), Deborah McCutcheon (0.93% - Truro),
Susan Moran (14.61% - Falmouth), Thomas O’Hara (6.49% - Mashpee), John Ohman (6.58% - Dennis), Brian O’Malley (1.36% - Provincetown), Randi Potash (2.84% - Chatham), Patrick Princi (20.92% - Barnstable – remote participation due to distance), Linda Zuern (9.15% - Bourne – remote participation due to illness). Absent (13.75%): Christopher Kanaga (2.73% - Orleans), E. Suzanne McAuliffe (11.02%-Yarmouth).

Clerk O’CONNELL: Madam Speaker, the Business Calendar is approved with 86.25 percent of the Delegates voting yes; 13.75 percent are absent.

Deputy Speaker MORAN: Thank you.

Approval of the Journal of Proceedings of 2/5/20

Deputy Speaker MORAN: Next on the agenda is approval of the Journal of February 5th, 2020.

Delegate CHAFFEE: Move to approve the Journal.
Delegate POTASH: Second.

Deputy Speaker MORAN: By roll call.

Roll Call for Approval of the Journal of Proceedings of 2/5/20

Voting “YES” (86.25%): Mary Chaffee (4.55% - Brewster), J. Terence Gallagher (2.30% - Eastham), Lilli-Ann Green (1.27% - Wellfleet), Elizabeth Harder (5.67% - Harwich), James Killion (9.58% - Sandwich), Deborah McCutcheon (0.93% - Truro), Susan Moran (14.61% - Falmouth), Thomas O’Hara (6.49% - Mashpee), John Ohman (6.58% - Dennis), Brian O’Malley (1.36% - Provincetown), Randi Potash (2.84% - Chatham), Patrick Princi (20.92% - Barnstable – remote participation due to distance), Linda Zuern (9.15% - Bourne – remote participation due to illness). Absent (13.75%): Christopher Kanaga (2.73% - Orleans), E. Suzanne McAuliffe (11.02% - Yarmouth).

Clerk O’CONNELL: Madam Speaker, the Journal is approved with 86.25 percent of the Delegates voting yes; 13.75 percent are absent.

Deputy Speaker MORAN: Great.

Summary of Communications with Board of Regional Commissioners

- County Administrator updated the Delegates on Commissioners actions of 2/12/20
- Proposed Ordinance 20-06 was submitted by County Administrator on behalf of the Commissioners

Deputy Speaker MORAN: Next on the agenda, communications and updates from the Board of Regional Commissioners. I understand we have Mr. Yunits ready for this. Thank you. Welcome.

Administrator JACK YUNITS: Good afternoon. We did not meet today so that will really make this report short and sweet for you.

Last week, we dealt mostly with contract issues. This is a huge time for
procurement because the towns come in looking for their spring procurements including highways and so on and so forth. So we had a number of those contracts before us out of procurement for the region.

We had some appointments to the Barnstable County Coastal Management Committee so three new appointments that were spread out across the region.

And we talked and passed the request for an ordinance to complete the Seaport Grant by approving $75,000 as our County match for the $375,000 Seaport Mobile Unit that will be deployed from the Fire Academy to all the towns on a regional basis and they'll conduct training on site. Phil's going to talk to you a little bit more about that in his budget report today so I'll stop there and let you get on to the more important business of the budget.

Deputy Speaker MORAN: Thank you. Are there any questions? All right. Seeing none.

**FY21 Proposed Budget Presentations**

Deputy Speaker MORAN: We'll move to the next item on the agenda which is Fiscal Year '21 Proposed Budget presentations with questions from the Assembly.

- **Board of Regional Commissioners Department presented by Finance Director and County Administrator**

  Deputy Speaker MORAN: The first being the FY21 proposed budget request from the Board of Regional Commissioners Department including the FY21 Capital Budget request. Welcome.

  Finance Director ELIZABETH BRACCIA: For the record, my name is Elizabeth Braccia, Finance Director, Barnstable County. I'm just trying to pull up real quick the slideshow for you guys for the Commissioners. So the Commissioners 2021 Budget.

  So the Commissioners Budget covers several budgets under the one aggregate. The responsibilities of the Commissioners: County Administration, Communications, Human Resources, which also has Payroll under it, and then the Human Rights Commission.

  For the Fiscal Year 2021 -- I didn't know there was animation in this, the Commissioners Budget is $948,239. It's a total increase of 17 percent or $167,047.

  The Wages increase of $186,044 is really a misnomer. It's not any increase per se in Wages; it's just moving a position that was previously budgeted under the Dredge and the Fire Academy Cleanup back in the Commissioners Budget to be transparent and have it all in the General Fund. We did that.

  And then within the Dredge, I had explained this two weeks ago, we created what's called Indirect Costs. Those Indirect Costs are at $181,000 is an offset to the increases that are showing up here. It's charging the Dredge for the services from each department between the Commissioners, the Assembly, Finance, Procurement, and any other department that helps them out in the administrative piece of it. We also are charging them their liability insurance, a portion of the worker's compensation and all of that.

  The Communication position; so the Communication Coordinator, that's split right now under the Commissioners Budget and Human Services Budget. That position is moving full-time over to the Commissioners Budget and is being changed from a Coordinator to a Communications Manager and will have -- some of the responsibilities are going to include getting the website more up to speed, more user-friendly, better
information out there, and the emergency management piece.

We also added a part-time Human Rights administrative person under the Commissioners Budget. There is currently a Human Rights person under the Commissioners Budget, and then we added an assistant to that position.

I'm going to stop there. Those are the increases on the budget. I want to know if there's any questions before I just go into a little bit of what the initiatives are for this coming year and part of this year?


Finance Director ELIZABETH BRACCIA: Okay. So, some of the initiatives the Commissioners are putting in place; there's a Consultant Review Countywide to look at the Personnel and Management organization.

We're looking at the HOME Program evaluating the long-term options there. We just signed up for the next three years in that, but there's an ongoing need to monitor the properties that have gotten these loans from us under the HOME program. So we have to look at that, is that sustainable long-term?

Finance, a recommendation of Reserves Management. We're going to be bringing forward some reserve requests. The Dredge, there's a Five-Year Business Plan they're working on on the Dredge. Emergency Management is that Communication Coordinator we talked about that is actually going to be a Communication Manager.

Under Facilities, an ongoing review of Energy Savings and evaluation of space needs and looking at solar on campus.

And the Farm is the next thing, a project plan completed by next year.

Real Estate, we're looking at the sale of the Bourne property. I think we're getting close to that. Jack can probably fill you in more on that if you have questions on it. The sale of that, the money coming in, we're going to look at putting in a Reserve Fund as well.

Deputy Speaker MORAN: Before we move on, excuse me, Elizabeth, would you just identify that property for anyone watching at home?

Finance Director ELIZABETH BRACCIA: The Bourne property -- Jack.

Administrator JACK YUNITS: That's the old County Hospital out on County Way in Bourne, down in Pocasset area at the Rotary which leads into the Base. And that's been appraised, the Town of Bourne has appraised it. They've expressed interest in purchasing that property and we're in the negotiating stage with the Town of Bourne right now.

Deputy Speaker MORAN: Thank you.

Finance Director ELIZABETH BRACCIA: We're looking at Management of Solid Waste, exploring options for alternatives.

The Fire Academy, continued cleanup and the financing of that. We did get good news that we actually could borrow for that project if needed if it exceeds what we can afford to put out. We do have that option.

And then the Health Lab, we just added the PFAS/PFOS testing to the Health Lab, so we're moving forward on that.

And that's what I have for the Commissioners Budget.

Deputy Speaker MORAN: Elizabeth.

Delegate HARDER: Just out of curiosity because this was raised earlier by someone; when is the PFAS testing going to start? When is that going to be available to our constituents?
Administrator JACK YUNITS: Yes, I don't want to give any misinformation, so can I ask Sean to come up and respond to that question? It's getting close.

Director SEAN O’BRIEN: Yes. Sean O'Brien, I'm the Director of the County Health Department. We're actually going through certification right now. So that's happening. It started today. So we are moving forward, and I think I had explained to the Commissioners and I'll let you know too.

So right now the Commonwealth of Massachusetts does not have a mechanism for certifying laboratories. So we are -- for testing for PFOS/PFAS and everything. So what's happening right now for us is we're looking to become certified. We were originally looking at New York, but we're probably going to become certified in New Hampshire so we have it because we would like to go into this as a certified laboratory.

So, went up there today. Lenny has started to do his Performance Testing samples and we're going to see how accurate that thing is and how well it's working. There it is.

Delegate OHMAN: Right in your budget.

Director SEAN O’BRIEN: Thank you.

Administrator JACK YUNITS: Thanks, Sean.

Delegate HARDER: Thanks.

Deputy Speaker MORAN: Any other questions? Okay. Seeing none. Now onto the Finance Department including all related functions in areas of fiscal responsibility within the budget.

- **Finance Department presented by Finance Director**

  Finance Director ELIZABETH BRACCIA: There's a few of them. So the Finance Department Fiscal Year 2021 Budget.

  The Finance Department is responsible for several budgets. We have Treasury; we have Accounting, Auditing, Lab Billing, Grant Administration, and under that Admin, we do the Admin for Dredge, IT, Public Safety Academy, the Hyannis Wells Cleanup, AmeriCorps, and Finance. We have Procurement and we do the backup for the Commissioners desk when that person is not present. So those are our areas.

  The other budgets under Finance are Fringe, Miscellaneous and Contingency that contains Audit and Legal. The Debt Service which is Long-Term and Short-Term Debt.

  So under the Finance Budget, our total budget of $825,598 is a total increase of 15 percent or $128,000. The following lines increased in total by $136,172. Our Retirement Assessment increased by $29,529; an employee moved over from the RDO Department into the Finance Department last spring. That budget -- it wasn't budgeted in Fiscal Year '20, so I had to move that budget over for this year. So it looks like there's a large increase but it really is not as big as it seems.

  The ERIP, we had two people retire from the Finance Department, a Procurement Officer and a previous Finance Director, so we have an ERIP Assessment of $36,700. Group Insurance increase of $26,000. A new employee that took insurance when we replaced an employee who didn't and then we had the other person move over from the RDO Department.

  Our Technology Budget increased by $5,900. We have MUNIS software and when I came on board there were several modules that we haven't been using since the inception of bringing MUNIS on in 2006 but we pay for those modules. So we are starting to
implement them. They include contracting. Our Procurement Officer is going to be bringing contracts online. There's a bidding module. There's a general billing module, grants manager module. So all of that is taking place to help with the finances, tracking the finances to tracking the grants better and getting our billing more accurate, getting a better handle on what gets billed out. So we have all this coming on board. So we had to go up a little bit on our Technology Budget.

Although our increase reflects 15 percent, the 2020 Budget is still short by $28,000. The Wages are short by 15 and the Group Insurance is short by $12,741. We'll be coming forward with a transfer on that. And once those adjustments are made, we really only showing a 12 percent increase. I'm going to stop there on the Finance Budget. Yes.

Delegate O'MALLEY: On the Group Insurance, we see an increase but you say it was short; is that because you were projecting a larger rate increase than actually happened?

Finance Director ELIZABETH BRACCIA: Well the increase is '21 Budget ask over the '20 Budget that is in place so yes. Part of it is. If you would like to know those numbers -- I actually left it back there, but I think the save in Finance would be about $8,000 if we don't do the 8 percent increase in 2021; okay?

Delegate O'MALLEY: Okay.

Finance Director ELIZABETH BRACCIA: Did that answer your question?

Delegate O'MALLEY: Yes.

Deputy Speaker MORAN: Delegate Ohman.

Delegate OHMAN: Thank you, Madam Speaker.

Delegate OHMAN: Okay. Toward the bottom of Lines 11419 and 11419, it's a little confusing. One says Retirement Finance and that is an additional of about $31,000.

Finance Director ELIZABETH BRACCIA: Yes.

Delegate OHMAN: That's one line. And then Retirement ERIP is an additional from 0 to 36.7 percent. Why are those two separate and what's the difference between the two?

Finance Director ELIZABETH BRACCIA: So the Retirement Assessment is the general retirement assessment that we get each year. The second line, which is the ERIP Retirement Assessment, is an additional assessment from the Early Retirement that happened last May. We're being assessed an additional amount for 10 years; the departments that were affected by it will be the only place you'll see that line, and I put it in here to be transparent to show you what that cost is overall.

Delegate OHMAN: So the ERIP went from 0 to $36,700. I thought that there was an ongoing retirement obviously paid to each of those employees, but the ERIP is a separate account of that?

Finance Director ELIZABETH BRACCIA: It is and I'll explain. So the Early Retirement System has a schedule of investments. So when we did the Early Retirement, we what we did is we pushed people's retirement forward. It didn't give the retirement system enough time to invest to cover that assessment that we have to pay.

So the Early Retirement Assessment over the 10 years is to catch up the retirement system for that group of employees we gave five years onto their years. So we either gave them five years onto their years of employment or five years onto their age or a combination thereof to get them to the Early Retirement.
So the retirement system said, wait a minute, we haven't invested enough to account for that what we're going to be paying out of the retirement system, so they assessed us an additional amount for the 10 years and that's what the ERIP represents.

Delegate OHMAN: So it's a straight liability.

Finance Director ELIZABETH BRACCIA: Yes, and at the end of the 10 years that line goes away and it goes back into calculation of the regular assessment.

Delegate OHMAN: And we're likely to see that in other departments as we go through them as well?

Administrator JACK YUNITS: Yes.

Finance Director ELIZABETH BRACCIA: Yes.

Delegate OHMAN: Thank you.

Finance Director ELIZABETH BRACCIA: Thank you.

Deputy Speaker MORAN: Any other questions? Okay.

Finance Director ELIZABETH BRACCIA: So I'll move on to the Procurement Budget. So the Procurement Budget is part of the Finance Budget, for 2021 is $85,715 with a slight increase of $6,944. It looks like an increase because I took some of their '20 budget to cover the shortfall on the Finance side. Truly it doesn't have -- it has a decrease from '20. It was $94,000 -- in '19 it was $94,000 in the original budget and in '20 was $92,000 so it's gone down each year.

We have one person in our Procurement Budget. We do the Procurement for the County. We hired a new person this year. She's been doing great. We have a lot of initiatives that we're going to be putting in place. I don't have a whole lot more to say about Procurement. If anybody has any questions? It's just pretty straightforward.

Deputy Speaker MORAN: Delegate Ohman.

Delegate OHMAN: Thank you, once again. You know, I always take an interest in this and Elaine Davis when she was here for so many years.

Finance Director ELIZABETH BRACCIA: Yes.

Delegate OHMAN: But it's unfortunate that we can't put a number on how much money that this Procurement Officer in her very small budget saves every community on the Cape. And I wonder if there's any way we can even imagine getting that sort of number because it's really a big deal of what we do as a County for each individual town.

Finance Director ELIZABETH BRACCIA: It truly is. It's a great service. Jack, do you have a feel for what we can -- we save communities by doing this?

Administrator JACK YUNITS: You know, it is, it's a tough question because when you're bidding in bulk, I told you I was speaking a little bit earlier about the highway bids that just went out, that's a huge savings to the towns and the top qualified contractors go onto a list and the towns can select from those contractors based on their needs locally.

I know the WB Mason contract is a savings of about 64 percent to the schools and the communities across the Cape, a huge savings for the towns, same with furniture from WB Mason. So it's hard to separate it out and say this is what we save the towns because there are a number of contractors that the towns would select from and whether its golf fertilizers and golf supplies or highways salt, all these things are different based on the quantities that the towns buy.

Delegate OHMAN: Thanks, Jack. And, you know, if you talk to a DPW Director or a school system, they'll tell you, "Oh my God what the County does." But when we're out
there and trying to defend the County, this is a number that really could help us tell people what the County does. We can say esoteric things like we dredge all your harbors and that's great.

Administrator JACK YUNITS: Yes.
Delegate OHMAN: But this is a big, big number that's done by, essentially, one person.

Administrator JACK YUNITS: Yes, essentially --
Delegate OHMAN: It's an amazing savings and I just want to know if there's any way we could think about quantifying that?

Administrator JACK YUNITS: Yes, I'll talk to Jennifer about that obviously. But when you look at the Dredge, we're dredging at one-third of the cost and we've run over $31 million of Dredge projects in 20 years across the Cape. So, there's a $60 million savings to the towns.

Towns that don't use the Dredge who use AmeriCorps will see a savings of a million dollars on the conservation projects on an ongoing annual basis, over $25 million in savings for the towns there.

So it does really add up fast when you get down into the weeds and do the specifics. Sean's services at the Lab are huge in comparison, and you're going to hear about that later today when Sean talks about the ordinance and the rate changes. So I won't belabor that point.

But, yes, it would be great to have an actual number on that, very difficult to do. I know that right now we're doing a five-year Dredge Plan that will -- and you'll all be cc'd on it by the end of this week, but it's going to go out to the 15 towns, and we're going to ask them to help us build a five-year Dredge strategy. And in that, you will see significant savings.

Chatham just went out to bid for some Dredge works. The County hasn't thrown the oar in the water on this yet. We're still looking at these projects, but it's going to be interesting to see the comparison of the private sector Dredge bids that come into Chatham compared to what the County could do them for if we have the capacity to do it. So, it's a fair question, a good question; I'll see what I can find out.

Delegate OHMAN: Thank you.
Finance Director ELIZABETH BRACCIA: Any other questions?

Administrator JACK YUNITS: And by the way, it's $36 a year per household on Cape Cod to keep the County running, not a big lift.

Finance Director ELIZABETH BRACCIA: Just a quick little synopsis of some of the Initiatives we have going on. I touched on a little bit our Procurement Officer is going to do online bidding which will help reduction in the paper, the ink, time, streamlining the process.

We're looking at doing some Asset Management around the campus. We don't have anything set up right now. We don't have asset tags on our vehicles, so we're going to catalog the County Assets. We're going to utilize our MUNIS software to manage our assets; asset tags for vehicles, trailers, boats, and streamline the disposition of surplus equipment.

The other thing is we launched it this year and we're going to continue to do it is we conducted -- we call it a User Admin Training Group. A group of us had gone to our
MUNIS Software Admin Training and we said, you know, this would be great to do this just in the County because we have so many silos around where people or admin folks are always calling and asking questions like let's get them in a room, let's do a training so they all hear it at one time. And sometimes somebody will have a trick that somebody else doesn't know about and they'll share it, and it's been -- we're doing our second one tomorrow and it's been received very well, very well attended. So I'm kind of excited about that because we get our communication out to the admin users of our software and it's building a lot more teamwork than before. So that's one of our new things we did.

Deputy Speaker MORAN: That's great.

Finance Director ELIZABETH BRACCIA: So I'm going to go on to the Fringe Budget. So the Fringe Budget is $1,276,586. It's made up of three lines. It's a total increase of 2.73 percent or $34,000. You have your Early Retirement Incentive from a while ago for the Hospital and County. That actually had a slight decrease of $3,400.

The Retiree Group Insurance went up by $41,000. It's $1,041,785. It includes dental, life, and health for your County and Hospital Retirees. And I put a note in here, if we decide to reduce the 8 percent increase that we had put in on health insurance, the reduction for this line would be $34,000 and change. There are about 131 retirees, of that 99 percent of them are on the Medicare with the supplemental insurance. The supplemental insurance did not increase, so the balance of those folks are on the regular health insurance where that 8 percent increase does show.

And then the third line is the Worker's Compensation at $95,000 with a slight decrease of $3,500. And I did put on this slide if you can see it on your document there a breakdown of what makes up that Group Insurance line.

Deputy Speaker MORAN: Delegate O'Malley.

Delegate O'MALLEY: Just to clarify, you said on 2b., there were 131 retirees and 99 -- it reads "99 are on Medicare." You said "99 percent." That's a big difference.

Finance Director ELIZABETH BRACCIA: I'm sorry, it's 99 -- 99 people.

Delegate O'MALLEY: It's 99 of the -- three quarters of them roughly?

Finance Director ELIZABETH BRACCIA: Right, three quarters of them.

Delegate O'MALLEY: Thank you.

Finance Director ELIZABETH BRACCIA: You're welcome.

Deputy Speaker MORAN: Okay.

Finance Director ELIZABETH BRACCIA: Yes. The Miscellaneous and Contingency Budget of $691,852 is an overall decrease of 9 percent or $61,000.

The Legal Budget, we reduced it by $5,000. The Assembly has put a line in their budget for their legal costs, so we brought ours down by the $5,000 to see where we're at. We do use this line for our HR Department as well, so we do for labor as well as other legal costs in there.

On the Postage Line, I reduced it completely. It was a little bit of an odd duck. We budgeted postage and then charged back from the departments for their postage use and wound up with an increase in that budget line every year. It was just kind of like we don't need to budget that line so we're going to stop that practice.

And then the Automotive Liability Insurance, reduction of $16,000. This is big because Steve Tebo did a lot of work on reviewing the fleet list that we got from our insurance company and found that we had a lot of duplicates on there. We removed those
duplicates and we were able to reduce that budget by a significant number, have more accurate information. I think our asset management will help us with that process in the future.

Any questions on this budget?
Deputy Speaker MORAN: Okay.
Finance Director ELIZABETH BRACCIA: The last one is Debt Service. So this is a relatively new line for the County for Long-Term Debt. As you know, we had years of capital projects. We hadn't borrowed until 2017. I believe it was the multiple purpose loan then, and then our first principal payment was this year. So that has a decrease in that budget. It's a budget of $913,209, and the increase in that budget is because we have Short-Term Debt and I increased the amount that we would pay down doing more than our obligatory pay down to clean some of the smaller numbers up, not keep carrying those forward because we have some projects in front of you that we'll probably do some short-term borrowing. So it makes sense to stay ahead of that line.

There may not be any of those that ever get bonded. If we bond, it will be most likely the Dredge and any other big projects that we might have coming forward. It's just not enough money to make sense to bond. We are allowed to push our short-term borrowing out for 10 years. The first two years you don't have to do any pay downs but after that second year you have to start paying down a percentage as if you were amortizing it over the life of the loan. So, it's most likely that the bulk of that will not be bonded. Any questions on that?
Deputy Speaker MORAN: Elizabeth.
Delegate HARDER: Thank you.

Finance Director ELIZABETH BRACCIA: Yes, you have some capital items that were appropriated and haven't been spent yet. There are going to be three or four new items coming up on the renewal next September when I renew them short term. That's why I want to pay down a good chunk of it, but we don't have any bonds in our near future at this moment.

Delegate HARDER: Thank you.
Deputy Speaker MORAN: Okay. The next -- this is my favorite slide because I love pictures. So this shows you where our debt service is. It is a best practice to keep your debt service anywhere between 5 and 8 percent of your total budget. We're at about 3 percent which is a very healthy place to be. And if you look at the chart, the blue line represents 5 percent and this is where, as you can see, in 2022-23 it drops off. We'll have some room to go out for another bond and keep that kind of level. It's best to keep things level instead of having the spikes up and down because it's hard to manage those spikes.

The second slide shows the green is the short-term debt. So the orange and yellow is the long-term debt and its interest and the green is your short-term debt. Again, that shows we're still below that 5 percent line where we are right now. So, any questions?
Deputy Speaker MORAN: I just want to go back for a quick second. So Item 9a., the Regional Commissioners Department, there's a mention of including a Capital Budget request on the agenda. I'm just wondering if that is something that's still contemplated?
Finance Director ELIZABETH BRACCIA: On Item 9a. where?
Delegate HARDER: On the agenda.
Deputy Speaker MORAN: Which is the Board of Regional Commissioners
Department including Capital Budget request.
Finance Director ELIZABETH BRACCIA: Yes, I believe that's in front of you guys tonight, the Capital Budget.
Clerk O'CONNELL: That's the FY21 -- just the FY21 because I know they got the Five-Year Capital Plan rollout last month.
Finance Director ELIZABETH BRACCIA: Yes.
Clerk O'CONNELL: And part of that was FY21, so I didn't know if you wanted to touch upon those requests at all while you were here?
Deputy Speaker MORAN: As part of the report.
Administrator JACK YUNITS: Yes, we could do it that way or we could do it when you take up the ordinance, the CIP, it's totally up to you. We're prepared --
Clerk O'CONNELL: That will be a public hearing at that point but --
Administrator JACK YUNITS: Yes, we're totally prepared to answer capital requests or run through the capital proposals right now.
Deputy Speaker MORAN: Let's do it.
Administrator JACK YUNITS: Okay. That's why I asked Donnie to come up.
Deputy Speaker MORAN: Yes.
Administrator JACK YUNITS: Yes, the Capital Improvement Committee presented a Five-Year Capital Strategy before you. And the items that are going to come up this year, two for the Cape Cod Commission, one is $395,000 for the planometrics flyover. It's become an indispensable tool for the towns and a great asset that's provided by the Cape Cod Commission to the towns. Generally, it's paid for by charges back to the towns. So even though we front the money for the bond, that money is collected back from the towns when they become part of a system of the planometrics flyovers. That's the flyover that produces the maps that you see in 3D on the Cape Cod Commission sites and in your local sites as well.

And then we put aside a hundred thousand dollars to do a Feasibility Study for the Cape Cod Commission, and, quite frankly, hopefully, they'll be money left over from that to do a Space Needs Assessment here at the County. We want to look at finding a more permanent home for the Cape Cod Commission, hopefully on this campus, but to do that we want to do it right. We want to bring in experts and take a look at the options and see if it can be done here. We know it has to be a new structure and if it is going to be done here where it's going to be located. It's important -- the Cape Cod Commission is not just a great asset for Cape Cod, it's an important asset for the Barnstable Village. And I hear it all the time, "You've got to keep them here." So we have to look at that but it's insidious to be paying $184,000 a year in rent when you look at what the bond markets -- the bond rates are right now in the market. We could be building a building for them for a lot less money, which means they'll have more money to put back into services. So that's what that hundred thousand dollars is for.

Pickups, you might see as you walk up here, this year, based on last year's Capital Budget, the Health Department has already bought a new pickup and it's a hybrid or a Ford Explorer actually; it's a hybrid Ford Explorer as we try to get off diesel, reduce our carbon
footprint and that's already on the books.

The Dredge, however, needs bigger pickups because they're towing boats, they're towing trailers, they're towing motors, so on and so forth. So we'll probably stay with a traditional pickup and that purchase is $70,000.

There's also a capital request for the Registry of Deeds for the AC Unit Replacement. Second District Courthouse down in Orleans $750,000 for the roof and HVAC.

Director DON REYNOLDS: HVAC, yes.
 Administrator JACK YUNITS: Yes. The County Complex, an emergency circuit upgrade for the Superior Court. So the total Facilities request for 2021 is $880,000 in the Capital Improvement Plan.

The Farm Facility -- we had estimated originally that we might be able to do this with an addition rather than a total reconstruction. But under the state building laws today, the state building codes, it was more money to try to renovate today's building codes at the old farmhouse than to take it down and rebuild the whole structure.

So we're looking at constructing a 10,000 square-foot building out at the Farm that will be state of the art. It will be green. It will be powered by solar. It will not be gaudy by any means. It's going to blend in with the Farm. And that's what the $800,000 request is. We have -- I think we have 400,000 from last year's budget.

Director DON REYNOLDS: Six.
 Administrator JACK YUNITS: $600,000 from last year's Capital Improvement Budget as well and that should get us there. It's estimated right now it's going to be between 1.2 and 1.4 million to build this building.

Children's Cove, once again, the Cove has not been touched in years. The $50,000 is the due design for an addition on the back. We had a meeting with the legislative delegation last week at the Cove and the need to create a medical unit at the Cove is now an imperative. That means we're going to have to get some money from HHS to actually staff a medical tech at the Cove. But when there has to be a more in-depth medical determination of the ongoing complaints, it's important to have a segregated unit. That would be part of that and it certainly needs more space.

Fortunately, the good news is the Cove is doing an incredible job. I'm sure most of you saw the article last week about the Cove. Their education and training program is superb. That also means more clientele and a busier client base and you'll hear more about that when Stacy comes into talk about what the Cove does in her budget request and that's why that $50,000 is there.

The Health Department, as Janice well knows because we're trying to get her in there, there's a lot of things that have to happen here. Donnie will talk a little bit about the roofs, but we have to replace and upgrade in the Lab the hood, the fume hood to segregate out any contaminants from the atmosphere and it's old, that's $45,000.

Sean will tell you a little bit more about the GCMS, which is going to cost $150,000, but that is an instrument that's used every single day for the landfill monitoring, for the clean water monitoring, soil analysis, and all these kind of tests that are done routinely for the towns on a daily basis at the Lab. That's $150,000. We have one that's operating but you always need two. You can't miss a day in that market.

And Sean would like to replace a four-wheel-drive pickup with a hybrid, that's
$40,000. So the total request from the Lab is $235,000.

Public Safety and Facilities Design; Phil is here and when he gives his presentation on his budget, he'll talk about this. As you know, we cannot do Fire Training anymore at the existing site. So we're planning a relocation at some point, and that's going to require some type of architectural or facility design, and that's what that $80,000's for, for a Feasibility Study for the Fire Training Academy at a site to be determined.

And that's your Capital Budget for this year. That's the Capital request for 2021.

Deputy Speaker MORAN: Thank you. Please.

Finance Director ELIZABETH BRACCIA: I would just like to add a little piece about the funding sources for the Capital Plan. We put before you for 2021 a 2.6 million Capital Plan, of that 1.3 will go towards borrowing, $395,000 going to be grants and town reimbursement, $70,000 from the Dredge, and then reimbursements of $820,000 from the Commonwealth. So I wanted to give you that breakdown. It is in your package.

Deputy Speaker MORAN: Excellent. Any questions for Mr. Yunits?

Delegate POTASH: I do.

Deputy Speaker MORAN: Please.

Delegate POTASH: Hi, Jack. Thank you for your presentation. I was wondering if this is the appropriate time or we can wait for Children's Cove to do it, but I'm concerned about this healthcare facility that you want to put in the Children's Cove because it sounds to me like that's going to take on a life of its own in terms of if there's any tests that need to be done. You're probably talking about whether there was a sexual assault and there needs to be a lot of testing as we all know and then you have to have a lab to do that. And, so, it sounds like a lot.

Administrator JACK YUNITS: Yes, I don't think it's that intricate. That question you probably should hold for Stacy.

Delegate POTASH: Okay.

Administrator JACK YUNITS: Because, you know, so much that goes on at the Cove is confidential and privileged.

Delegate POTASH: Right.

Administrator JACK YUNITS: I don't think the testing that we're talking about is that intricate. I think it's just a nurse who specializes in this field and it's certainly not lab stuff. Whether they're Pap smears and other swabs taken that are delivered to a Lab, I wouldn't know for sure. But I do know it came up the other day as an important piece of the whole, and Senator staff was there and several of our reps from the delegation were there. And Stacy was pitching at that time to get a full funding. We have a part-time nurse now. She's trying to get full funding so she's got an onsite 40-hour person that she can refer to when these cases come in. There's no way you can plan for the arrival of these cases.

Delegate POTASH: Yes.

Administrator JACK YUNITS: But I don't think -- there was no request for a lab in that so.

Deputy Speaker MORAN: Okay. Any other questions? Mary.

Delegate CHAFFEE: Thank you, Madam Speaker. On the Courthouse Capital Improvement Plans, the $750,000 for the Second District HVAC replacement, that investment I'm hoping is going to change that building's carbon footprint?

Administrator JACK YUNITS: Yes, that $750,000 request will be a hundred
percent reimbursed from the Commonwealth. That's for the Second District Court in Orleans, and that's the HVAC equipment that's 40 years old.

Director DON REYNOLDS: Yes, in terms of your footprints, you engage really the best that the technologies have to offer in terms of equipment and spatial attempt to controls, unoccupied cycles and that kind of thing.

Delegate CHAFFEE: Thank you.

Deputy Speaker MORAN: Delegate Green.

Delegate GREEN: Thank you, Madam Speaker, and thank you for the presentation. Is there anything -- someplace else that deals with an office for the Clerk and any future plans?

Administrator JACK YUNITS: Yes, I'll let Donnie talk about that a little bit.

Director DON REYNOLDS: Yes, that ties into general plans. We looked at solar, all right, campus-wide solar currently and that took -- it's a long process. We spent the last four or five months with vendors with the RFPs. And so we've identified various roofs on the Complex and the Farm totaling I think it's just over eight megawatts of potential energy production.

And so the jail roof which needed to be dealt with for the County Clerk's area we spoke about last year that hinged on what was going to happen in terms of the solar development. We now know what needs to happen to that roof other than just straightforward being replaced. All the equipment that was associated with the old jail, kitchen and its functions, there's big fans up there, there's antiquated, what do they call it, it's more or less a skylight.

Administrator JACK YUNITS: Skylights, yes.

Director DON REYNOLDS: So we currently have an RFP for the District Court. There's a site visit tomorrow. The jail roof is next. But that's just much more complicated because we've got to remove the equipment; you've got to frame in the roof; you've got to make it support the various loads. But the short answer is its next and it should be happening within 90 to 120 days, that's the roof. Then we're looking at --

Delegate GREEN: What would happen with the 90 to 120 days?

Director DON REYNOLDS: Dealing with the roof and getting that replaced.

Delegate GREEN: It would be replaced?

Director DON REYNOLDS: Beyond that, we've got to determine the next course of action for space needs and that's when the Clerk's area will be addressed.

Delegate GREEN: And is there any thought to using a part of this room whether it's up here, I mean, cordoning it off as a temporary space?

Administrator JACK YUNITS: There are meetings here where this room is stacked full when the Cape Cod Commission runs some of their bigger meetings. So it would be really hard to do that on a permanent basis. I mean we could put up some petitions probably temporarily but it would really detract from the room for now.

Let me go back to what Donnie was saying though; until we fix the roof, we can't touch the inside because it's leaking right in the spot where the Clerk will be. It's also leaking in Sean's office and leaking in the corridors and it's getting worse instead of better.

As soon as the roof is underway, Facilities will start the work that's got to be done in the Clerk's office which includes removing a wall, taking out some plumbing, and because it's been leaking, getting rid of the mold that's in a section of that office space, some of these
are easy projects, relatively speaking, painting and cleaning and removing a wall. It also means replacing a window which has been repaired in the short term.

Director DON REYNOLDS: Yes.

Administrator JACK YUNITS: But that won't be long and that could happen while the roof works is going on once they get out of that area.

Delegate GREEN: So are we talking about a year or two years or are we talking about --

Administrator JACK YUNITS: Oh, no, no. I think we're talking about the fall, realistically.

Director DON REYNOLDS: At this point, I would say the fall is realistic.

Administrator JACK YUNITS: Yes.

Delegate GREEN: Thank you.

Deputy Speaker MORAN: John.

Delegate OHMAN: Thank you, Madam Speaker. There's been a new initiative at the state level I've been reading about that they want to replace HFCs with all of the refrigeration equipment, and they want to essentially eliminate HFCs from the HVAC systems. And we're talking about spending a great deal of money, have you talked to the state about their planned retirement of HFCs and going to a new system of providing what is essentially Freon for HVAC systems? It's starting right now -- I've just been reading about it -- at the state level, so we might want to start to take a step back and think that there must be new -- a generation of equipment in place coming forward without spending these millions of dollars to upgrade something that's essentially going to be phased out by the state.

Administrator JACK YUNITS: No, that's a great question because the governor is really -- he's a leader on trying to reduce the global footprint in this Commonwealth. So the way it works is Donnie submits the specs to the Commonwealth and the Commonwealth has to sign off, so then they go to DCAM.

Director DON REYNOLDS: If it's large enough, yes, DCAM gets involved.

Administrator JACK YUNITS: Yes, DCAM will get involved and they sign off before we can invest.

Delegate OHMAN: They sign off on the design?

Administrator JACK YUNITS: They sign off on the whole project.

Delegate OHMAN: Therefore, the equipment itself?

Administrator JACK YUNITS: The cost, the time, all that because -- so they have the last say. And then it takes -- after we bond it and we'll BAN it, the $750,000 is not going to be a cash pay; we'll BAN that. This roof is going to be probably just as expensive as Second District because the District Court roof here is leaking all over as well. So we'll BAN those, and it will be about a year before we start to get the reimbursements from the Commonwealth. So we eat the BAN cost for a year and then we get reimbursed.

But, yes, they should be improved where Donnie and I have been trying to schedule through Chris McQuade, who's the Facilities or Legal Facilities Director with the Commonwealth, a meeting to talk about all the HVAC systems and the windows for all these buildings. If you upgrade your HVAC systems and you have broken windows, it hasn't been much of a savings.

So these are the kind of things that we're trying to coordinate with the
Commonwealth right now, but you're right on point in the change of technologies that are out there.

Deputy Speaker MORAN: Anything else?
Delegate O'HARA: Madam Chair, thanks.
Deputy Speaker MORAN: Tom.
Delegate O'HARA: We had talked about this the last time I think you were here. We talked about the possibility of adding a second story or a third story on the building next-door, the old jail. Is that something that you're still considering because the footprint is what costs the money. We're running out of land. We can always add another story.

The last time we had the conversation, I believe you had said that the roof itself is solid, I mean, it will support a lot of weight; it doesn't mean it's watertight. But if you add a gable roof onto the top of that with a couple of dormers out the side, you can increase the amount of usable floor space for very few dollars and accomplish a weathertight facility.

Director DON REYNOLDS: Exactly.
Delegate O'HARA: Is that something that you're looking at or is that you backing away from that?
Director DON REYNOLDS: No, we're open to the plans going forward with that. We got letters from structural engineers and as you said the building itself is structurally sound and more than just sound, its wow.

Delegate O'HARA: Right.
Director DON REYNOLDS: Nineteen -- early 1960s construction. There's no precast concrete. It's all poured in place and it would support a third floor. It's just a matter of --

Delegate O'HARA: Rebars.
Administrator JACK YUNITS: Yes.
Director DON REYNOLDS: -- space needs, money going forward, and the plans.
Administrator JACK YUNITS: Yes, so is that something you're pursuing or is -- I haven't heard anything regarding that?
Director DON REYNOLDS: It absolutely makes sense at the very least, at the very least the gabling because then you've got a roof that's good for 50 years versus a flat rubber roof that may be 20 to 25 at best.

Delegate O'HARA: Right.
Director DON REYNOLDS: And arguably it's less money to do a gabled roof, and we'd incorporate whether it be, you know, meeting space or -- that's all yet to be determined.

Delegate O'HARA: Okay. It seems as though we skipped that and we're moving forward to adding a new rubber membrane roof and not looking into adding on the additional square foot. And like you said, the Commission is looking for permanent housing whether there off Main Street and up here.

Director DON REYNOLDS: Right.
Delegate O'HARA: And even the Health Department, I mean, we could incorporate them into one of these buildings. They could take over the whole building and we could do something else with their old building.

Administrator JACK YUNITS: Yes, that's a great point, Tom, because one of the things that I mentioned when I said I want to take a piece of the hundred thousand and look at is that a potential alternative for the Commission? Obviously, to have a roof on that
building, I mean, a third floor on that building would give someone the most dramatic views of any office space on Cape Cod over the bay.

So it really would be worth looking at in terms of -- especially where the Commission already uses this. Now the structural engineer told us the walls between the cells are removable, and so you could build a number of offices; I think he said about 12 a floor possibly with smaller conference rooms in between and removable walls, whatever they call those, retractable walls.

Delegate O'HARA: Yes.

Administrator JACK YUNITS: So that's something we want to look at. Take a small piece of the hundred thousand Feasibility Study to look at the future design of that building and maybe that serves the purpose, and then we wanted to look at the corner lot where the staging area is now for the construction project in the village. There's a possibility for building a new building. I think we thought the Commission would need about 12,000 square feet.

So, that's going to come into play with that. But you're a hundred percent right, it's certainly an option worth looking at.

Delegate O'HARA: Great. Thank you.

Deputy Speaker MORAN: Delegate Green, did you have something?

Delegate GREEN: Thank you, Madam Speaker. I did want to follow up with a statement that you had made about solar, and I do appreciate the fact that you really are seriously looking at this. But I wanted to clarify, I mean, you said that you were talking to a lot of different vendors or to different vendors but it's all through CVEC, right? Or are you actually looking at the different vendors to see what kind of a price you can get without CVEC because you might be able to do better from a price standpoint?

Administrator JACK YUNITS: Well, we were part of the CVEC bid.

Delegate GREEN: Okay. All right. So you're still working on it.

Administrator JACK YUNITS: Yes, but the vendors, I think we selected three vendors or three contractors.

Director DON REYNOLDS: Finally, yes, based on their numbers that they could provide for us.

Delegate GREEN: Through CVEC?

Director DON REYNOLDS: There was upwards of 6 to 8 vendors under the RFP that CVEC put out on behalf of Barnstable County.

Delegate GREEN: I see. Thank you.

Administrator JACK YUNITS: Yes, but it was up to us to make that selection, and they're different for different parts of the project.

Delegate GREEN: Thank you.

Deputy Speaker MORAN: Delegate Harder.

Delegate HARDER: Thank you. I'm still stuck on the jail. So you think you're going to have the Clerk's office ready by the fall?

Administrator JACK YUNITS: That's our hope, that's our goal.

Delegate HARDER: In this building?

Administrator JACK YUNITS: No, not in here.

Director DON REYNOLDS: No.

Administrator JACK YUNITS: No, no, no, right next door.
Delegate HARDER: Oh.
Director DON REYNOLDS: Within the main part of the old jail building.
Administrator JACK YUNITS: Yes.
Director DON REYNOLDS: When we talk about that there, strictly south wing.
Delegate HARDER: Okay. That's what I didn't understand because that wasn't --
that's not on the --
Administrator JACK YUNITS: That's a three-year project, two to three-year project.
Delegate HARDER: Okay. Okay. Now I understand. So her office is going to be
in the part that's like down --
Administrator JACK YUNITS: No, right across, right in Sean's suite.
Delegate HARDER: Okay. Got it. Thank you.
Director DON REYNOLDS: But just to clarify, when we talk about new membrane
roofing, that does not include that south wing. We're not going to throw, you know,
however much it would take to put a roof on an unoccupied space.
Deputy Speaker MORAN: Thank you. I'm going to move onto the next which is
Resource Development Office including AmeriCorps.

- **Resource Development Office and AmeriCorps presented by County
  Administrator and AmeriCorps Program Coordinator**

  Administrator JACK YUNITS: Kayla's going to come up to talk about AmeriCorps.
  Julie couldn't be here today so I'm going to just give you a summary of the RDO Budget.
  It's gone down again. And I think you should know a little bit of history on RDO.
  A couple years ago -- thanks Donnie. A couple years ago when we were in the
downsizing mode, we lost the long-time director of the RDO to retirement and we decided
to take a look-see at RDO and figure out how we could reconstruct it and save some money.
So we basically eliminated the position. We did promote from within to a supervisor's
position who's now in charge of the grant compliance for all the County grants, and there are
about $9.3 million worth of County grants that go through us on a regular basis. So, that's
why the budget has gradually gone down because we're paying less in Retirement costs;
we're paying less in Group Insurance costs and so on and so forth.
There are no major upgrades on the RDO Budget. If you look at things like
Electricity and Phones, there's some fat in those budgets, but I'll admit that it's less than 20
percent but it gives RDO the flexibility to transfer money if something breaks. Telephones
for instance, we have it at $5,000 or $5,300 for next year's budget. It's $5,000 for this year's
budget, but at this point in time they've only used $1,900. So it's not going to come close to
$5,000. It will be in the range of $2,500 probably.
But if something happens as often does with the AmeriCorps, we have the potential
to transfer money to fix something that breaks at the AmeriCorps homes out of the RDO
Budget because we're responsible for the maintenance of the Facilities under the RDO Grant
for AmeriCorps.
So there's really no change. It's gone from -- the original ask was $480,000 in 2020.
It was reduced to $407,000. It's now down to $389,687 in this year's budget. There are no
additional personnel. And I should, too, tell you the way that we've been able to do this
with less people is we've reassigned all three RDO officers. One is to Health and Environment and Extension. So they're chiefly responsible for monitoring all the grants that go through those two departments. Another is with the Cove, and the third is with Human Services, which is also a big grant recipient, and that's how we're doing it. It makes a lot of sense because then the grant monitor is part of the department. They can become hands-on; they can ask questions; they know who's performing the task and grant compliance becomes real easy when you're on the ground with the staff on a day-to-day basis so it's worked out well.

Deputy Speaker MORAN: Delegate Ohman.
Delegate OHMAN: Yes, I've always been a fan of the RDO, but they seem to have stopped writing grants for towns. Those were multiyear processes that seem to be very expensive. And it seems like the monitoring and sticking with the County Departments seems to be the model of the features. Is that fairly accurate?
Administrator JACK YUNITS: Yes, that was one of the big reasons why RDO was created in the first place. But over time, the towns have morphed and they've hired their own talented people, so they do most of their own grant writing. We very seldom get a request except often times with the Cape Cod Commission as partners we'll do an Intermunicipal-type grant proposal. We're looking at one right now for Municipal Solid Waste with the Cape Cod Commission to try and organize the towns and see if we can come up with an alternative solution to the high cost of disposing of the waste long-term. But that's about it, really. It's really task specific now. And we get less and less request from the towns.
Delegate OHMAN: It really, it really makes more sense. I remember the spreadsheets of multiyear grant proposals that, you know, you could never put your finger on where they were, if they had a reasonable chance. But when you monitor stuff that's already going on, that seems to be their forte of going forward. Thank you.
Administrator JACK YUNITS: Yes.
Deputy Speaker MORAN: Delegate Green.
Delegate GREEN: Thank you. So, I am curious about the process. I've been a big fan of this department as well. And it came up as a need to write grants in one of the committees I'm involved with in my town and I knew about the department. What is the process if we did want to take advantage of that and does the town reimburse the department or how does that work?
Administrator JACK YUNITS: Yes, there's a 10 percent charge that goes onto the grant for the administrative and the writing of the grant, which is really pretty minor when you think about it. So what would happen is -- they do it with IT, for instance. IT does do some grant writing for the towns still so they contact IT. IT will come to us. We'll approve it and then IT will do the grant work for the towns.
We do it, and as John said too, in a more global way. For instance, the Shellfish Grant that we get every year. It's a multipurpose grant for all the towns that come in and buy the seedlings that's put together by the Extension Department. And there's a lot of that kind of grant work that goes on.
Delegate GREEN: So the Board of Selectmen would request directly or through you or how does --
Administrator JACK YUNITS: Yes, it might be -- Sean does it still with Emergency
Management. A local emergency management director will call Sean and say this is what I'd like to do, and Sean's staff will help them put together the grant proposal.

Delegate GREEN: Great. Thank you, so much.
Deputy Speaker MORAN: Great. Anything else on RDO? Thank you. Deputy Speaker MORAN: All right. Next we'll have AmeriCorps.

Program Coordinator KAYLA BAIER: Hello. My name is Kayla Baier; I am the Program Coordinator for AmeriCorps Cape Cod, and we are entering our third year of our three-year grant cycle. It appears that we are a little bit under asking of last year.

Administrator JACK YUNITS: Unfortunately, we're down a few members this year because of lack of qualified candidates more or less. It's not -- that happens periodically, but we'll be back.

Program Coordinator KAYLA BAIER: Yes, and the immense turnover that we been experiencing.

Administrator JACK YUNITS: Yes.
Deputy Speaker MORAN: Oh. How can we help with recruiting?
Delegate HARDER: Yes.

Program Coordinator KAYLA BAIER: That is a great question. Thank you for asking. I think the most important part for recruitment is really putting a bug in the younger 20-year individuals, especially people who maybe are in college but are looking to do a gap year. Those tend to be fantastic members. And also we're looking to maybe expand a little bit more locally for recent high school graduates.

So, really, it's just important to get the word out there and to refer them to us and we can chat about if they're interested and if they're a good fit for service and if they care about the environment.

Deputy Speaker MORAN: Great. Delegate O’Malley.
Delegate O’MALLEY: Adequate housing for the AmeriCorps people has been an issue; is that limiting capacity at this point or are we past that?

Program Coordinator KAYLA BAIER: For the 24 members that we were supposed to recruit, we have adequate housing. As of right now, we have three houses but we're still in the process of getting a lien for one of our houses. Right now, we can only have four individuals in the house and we're looking to increase that to six. The reason why we can only have four is in the Town of Barnstable you can only legally have four people who are unrelated in a house.

So we are still in the process of hoping that it will be pushed to six. But other than that, the housing -- we're still looking for a house where we can put 12 individuals along with one supervisor, but we recognize and grateful for what we have right now.

Delegate O’MALLEY: Does that mean our goal would be to actually have a contingent of 36?

Program Coordinator KAYLA BAIER: No. We still have 24.
Delegate O’MALLEY: It's the same number?
Program Coordinator KAYLA BAIER: Yes, it's the same number.
Delegate O’MALLEY: Just new housing.
Program Coordinator KAYLA BAIER: We're just looking to go from three houses to two.

Delegate O’MALLEY: Yes, got it. Thank you.
Program Coordinator KAYLA BAIER: Thank you.
Deputy Speaker MORAN: Please.
Delegate OHMAN: Full disclosure, I'm on the AmeriCorps Advisory Board and I'm very prejudiced in their favor. But I noticed that your Facilities budget has gone down significantly. Does that mean all of the issues with the showers and all of the other -- the roofing and stuff like that, has that been solved in the last budget cycle and you're pretty well set with the expense side of the facilities upgrades?
Program Coordinator KAYLA BAIER: Great question. So the bathroom is completed so we went from one bathroom in the house with multiple individuals and now we have two, so we're very fortunate. And so in terms of like large-scale projects, yes, we are complete right now. But, again, these are old houses, things are constantly breaking. Again, today, we had to have someone out there at our other house at the Seashore because our heat wasn't working so.
Administrator JACK YUNITS: We just got an insurance report in on the Wellfleet house; it's going to cost us money. Even though the National Seashore assumes responsibility for upgrading it, it's subject to funding and we could wait -- the way things move down there, we could wait a long time for that to be resolved. So we have to deal with that out of the Capital Budget out of Donnie's Facilities Budget but we will address those issues.
Deputy Speaker MORAN: Anything else? Delegate Green.
Delegate GREEN: Thank you. So how does that work? The National Seashore has to approve the proposal to do the work or how does that work?
Administrator JACK YUNITS: Yes, we'd have to present it to them. We just got the report about two weeks ago so it's relatively new. We have to propose -- we have to do the estimates, cost estimates, and then get them to the National Seashore, cross our fingers, or we'll probably do the work and then ask for reimbursement so that the insurance company's happy.
Delegate GREEN: So who does the actual work?
Administrator JACK YUNITS: It will come out of the Facilities Budget.
Delegate GREEN: And who physically does it?
Administrator JACK YUNITS: It depends on how complex it is. If it's an internal project that we can handle with the Facilities staff, we'll do it. I know that one of them, as I recall, was shingling on one side of the house, that's a pretty major thing so that would be farmed out.
Delegate GREEN: So it's not the National Seashore's staff? It's the County's --
Administrator JACK YUNITS: No, it wouldn't be their staff.
Delegate GREEN: It's the County's.
Administrator JACK YUNITS: No. They'd be in the same boat as we're in.
Delegate GREEN: Okay.
Program Coordinator KAYLA BAIER: So, generally, we're responsible for the inside of the house, and they're responsible for the exterior of the house due to historic reasons.
Administrator JACK YUNITS: Yes.
Delegate GREEN: Thank you.
Administrator JACK YUNITS: And, by the way, they have been fantastic to work
with. That's not a dig on the local people that work for the National Seashore. They've been extraordinary as has the Town of Barnstable to work with; they've been great. We're just caught in a little legal interpretation of the law in Barnstable. I opine that we're exempt from that local zoning ordinance because we're a government agency and we're waiting to hear back from their legal team.

Program Coordinator KAYLA BAIER: It's a great house.

Administrator JACK YUNITS: Yes, it's a great house and it has the potential to do what Kayla would like to see done in terms of adding three more bedrooms.

Deputy Speaker MORAN: Thank you. I wish you good luck with that. Okay. Please.

Delegate O'HARA: So when you talk about the exterior of the building and as you were talking about it, I thought to myself what about the Sheriff's department? Can they chip in and do some of the outside work, the shingling on the side wall of the house?

Administrator JACK YUNITS: I haven't thought of it but maybe, yes.

Delegate O'HARA: They're always looking for jobs. It's worth a call.

Administrator JACK YUNITS: Yes.

Delegate O'HARA: Thanks.

Deputy Speaker MORAN: Anything else on that? Great report. Thank you, very much.

Program Coordinator KAYLA BAIER: Thank you.

Deputy Speaker MORAN: Now we will move on to the Academy; the Cape Cod Center for Public Safety Training. Welcome.

• Cape Cod Center for Public Safety Training presented by Department Director

Director PHIL BURT: Thank you. Good afternoon. My name is Philip Burt. I am the Director of the newly designated Cape Cod Center for Public Safety Training which was formerly the Barnstable County Fire Training Academy. I came before you a year ago and kind of gave my first presentation to the Assembly as a department head and a lot has changed in the year since I came before you, including the most obviously one being the name change.

I hope that you all got a chance to go through the document that I sent along. I think it kind of does a decent job at least of summarizing sort of where we're at and where we're trying to go with this, definitely a very complicated situation. But I'm trying my best to create some vision here and manage this and grow it out in a way that works best for the County and works best for the towns on the Cape.

The shift in philosophy really came probably -- I think probably like April or May of last year when we made the agreement with DEP and with the Town of Barnstable that we would cease our live fire training activities out at the existing campus. That sort of shifted our focus to a couple different things. We had to move to reaching out to all of our Fire Chiefs to let them know what the situation was and kind of get a feel from them where they wanted to see this go, and we also had to come up with new ways to -- well, let me back up. Go back to the Fire Chiefs a second. We had to kind of get their input on where they wanted this to go; what they saw the needs as for the Cape with respect to Fire Training, and how they kind of envisioned it.

And I've sort of taken their information, what they've given me, and taking Jack's
guidance of he had kind of initially had already kind of had those conversations with Joint Base Cape Cod about a potential move to that facility. So I've kind of been taking those two channels and creating a vision of trying to rebuild this facility.

And as you go through the budget, you'll see it is significantly different than what I presented to you last year. In multiple areas it's changed. I think when I was here last year, I told you I thought you could go through it because I had only been at it for maybe four or five months at that point; I thought you could go through it and probably throw a lot of holes into it because I wouldn't know the answers to the questions.

This year, I would say the situation might actually be the same. I, hopefully, have answers but it's a vision. What you're seeing there is a vision. It's not a concrete year-to-year budget. It's evolving completely. It's a much different thing than it was even a couple years ago as I've been working to kind of redefine what the Academy does, the programs we run, what our instructors do, all sorts of different things.

So I don't even know where you want to begin with this. I imagine there's questions; I'm here. So I don't know which pieces of this you want to dissect, but I'm more than happy to explain where I'm trying to take this, where the visions going, and what's in those documents there.

Deputy Speaker MORAN: I think why don't you kind of give sort of a best case scenario and go from there with maybe three points. We have to be mindful of the time but if you could just encapsulate it and if you have questions.

Director PHIL BURT: Sure. So best case scenario; best case scenario -- well, my biggest goal right now is following Jack's lead to get us out of our existing facility. So I am in constant communication with Joint Base Cape Cod and with some other entities across the Cape as well with the municipalities about trying to identify locations where we could build out a new facility and that's a long-term vision.

But the short term vision is to get out of that facility. So right now, the most likely landing place would be Joint Base Cape Cod. So we're in constant communication with them and there's sort of two pieces to that.

So long-term vision, best case scenario, the General at the Base has a vision of building a joint discipline training center for public safety on the Cape, that's his vision. And so I'm kind of working under that vision to do that and make that happen, but that would be a long-term plan, that would be multiple, you know, many years from now.

Short term though, they have plenty of land out there. They have classroom space; they have some infrastructure that we could use to build a new -- to kind of relocate and not have to do too much building. So short term, what you'll see in the budget is some modular classroom space, some modular office space, lease cost to make that happen out at JBCC.

So I'm working with representatives from the Base and the Commonwealth to identify locations out there where we can actually put stuff, whether that be a mobile office, a modular classroom. So I have work to try and speck out cost on that. It's a moving target though because we're trying to identify a parcel of land where we can have a home that's not going to be, you know, six months later they're going to realize that they can't give that to us because they need it for some kind of a training or some kind of a military venture. So that's sort of the short and long-term vision on that piece.

I would say the second point in the budget is you'll see a large shift from the Salary lines to a Contractual line. So as I went through the budget over the past probably 8 months,
10 months, one of the things I realized is we had probably roughly, at the Fire Academy, we had probably 60 individuals who were in the County system as employees which by definition they really were not. If you look at the IRS definition of what an employee is versus what these folks were, they really weren't. They're like per diem folks and not even that. They're contractors. And so they had the ability as an individual to select a program that they wanted to train -- to teach and they could select that. They could come or they could go as they saw. It was up to them how they wanted to do it.

So one of the things I've had to do is shift most of those folks, and this is how it's done at the state level as well, so we looked at what Mass. Fire Academy does and they do the same thing, most of their employees are actually contractors. Their instructors are contractors, so that's a big shift that you'll see in the budget. So I've been working to make that process happen.

Ultimately, what will happen is you'll see a handful of folks who will coordinate programs on our behalf who will be employees, everybody else will be an independent contractor working. So that's a big piece of the budget that you see shifted.

Otherwise, I think most of the costs that you see are related to this vision of moving to Joint Base. Its modular classroom space; its mobile offices. There's some cost -- I tried to spec out for some of the work that would need to be done to do some hookups. Most of the stuff that I'm proposing to do out there doesn't really require much construction. It just requires a flat space. I mean most people, I think, I'm sure, have seen what a modular classroom looks like at like a local elementary school or something like that. So it's along those lines. I've spoken to some vendors about that.

And then, I guess, the last sort of big piece, I think there's a handout that you have which has photographs. So those two -- those are both Fire Training props and they are both grant funded that we have received. And, so, good and bad, so the top one of those if you have the images -- did you get the images?

Deputy Speaker MORAN: Yes, we do. Go ahead.

Director PHIL BURT: Okay. So the top image is the Seaport Grant that Jack mentioned earlier in his presentation. That is a maritime training facility. So that will be a mobile training prop. That unit is scheduled for delivery in May and that will have a program built into it to teach firefighters how to do maritime-based firefighting because it's a totally different thing. So that unit will have ship doors, ship ladders, ship windows, and it will be mobile. So the idea here will be there will be a curriculum with that piece that will go out to towns across Cape Cod and fire training will be done at their site with their staff on their own time, basically, so it cuts costs for the local departments as opposed to when they used to have to come to the Fire Academy and, generally, had to be done, that the towns would have to sort of backfill those positions. We can do it on site. It's cheaper for the departments. That one's not really an issue.

The second one though while great is a little bit of a bigger issue. So we were very fortunate; we partnered with the Town of Provincetown on a Regional FEMA Grant and we received $636,000 to build, basically, a brand-new burn building. When we applied for those funds though, we were -- kind of had the vision that that would be part of the cleanup process at the existing facility and that would be a new environmentally friendly way of doing it and it would go there. When we made the decision that, ultimately, it's just best to vacate that location, we then found out, hey, you got the grant, which is great because we've
got a big infusion of money but we do need a place to put that. That's what sort of put the pedal down on getting out to Joint Base because we need a location to put that unit. Otherwise, it's going to sit which would just be, I mean, we've spoken to FEMA. They're aware of our situation but, ultimately, we need a place to put that. So there's like, basically, a million dollars sitting there coming into the County here very soon to get Fire Training back up and going, but there's a whole host of obstacles to sort of navigate the next few months.

Deputy Speaker MORAN: Okay. Questions? Please, Delegate Chaffee.

Delegate CHAFFEE: Thank you, Madam Speaker. Leading an organization that's in significant transition is really challenging, so thank you for being at the helm right now and taking this on.

Can you characterize during this period of transition between what had been in place and whatever the future permanent solution is, are the towns experiencing a disruption in services or less access to what they need?

Director PHIL BURT: So the answer is yes and no. So what we've tried to do is develop mobile programs, and we actually are rolling one out this week, actually the first day was today. So we took a new mobile training prop, it's a forcible entry prop, so it's, basically, kind of like a door that you see here that you'd have maybe at a bank that's got one of those like a fancy lock, not just a home lock, and teaching firefighters how to bust open that door without destroying the frame and destroying the door. And we've got a forcible window prop, it's very similar, same kind of thing, and we've got a roof prop, same thing. And those units are -- we built -- we spent the last six months building curriculum for those programs at the request of the chiefs that we be able to deliver programs at their facilities, which ties back to that mobile fire training prop as well. It's cheaper for the departments if we do it that way.

But, yes, with respect to like other programs that we run, like we've annually run a Firefighter I-II program, and I'm currently working with the Town of Brewster right now actually because they have a very -- they have a very strong need for that program. Most of the departments on the Cape, maybe they'd only send one or two, maybe three people to that program. Brewster historically has always sent six, seven, eight people to that program. They have a call firefighter force that's active in town. So, they've reached out and we're working with them to try and develop a program that we can run at their facility which would be the first time we'd ever done that. So, we would pay our instructors to go to their facility, run a Firefighter I-II program using their new sort of state-of-the-art station that they have because they've got built-in props; they've got the space to do this at their site. And we're literally still, like, I had communication with Jack about this today; we're still working through some of the insurance issues and things like that.

And then ultimately, hopefully, if this all works out timing-wise, that mobile fire training prop will be here at the time that those cadets or those recruits would have to do some -- face some live fire and they'd be able to do that with that new prop.

But, yes, there's definitely -- we're trying as best we can to continue to run programs but figure out alternative ways to do them. So off-site has been the answer mostly. So we've been running classroom programs that we've used different facilities across Cape Cod, fire stations, community buildings, things like that just to run one and two-day programs, even four or five-day classes where we're breaking them up across the calendar and running
them at different locations trying as best we can to limit activity out at the existing site just so that we can move on from that.

Delegate CHAFFEE: Very impressive. Thank you.

Deputy Speaker MORAN: Delegate O'Malley, please.

Delegate O'MALLEY: To what extent is our intention to use the Joint Base threatened by congressional gridlock in dysfunction? How clear are we that those facilities are some day going to be available? I mean, we're stockpiling equipment and facilities and props and whatnot, clearly we don't want to get stuck with no place to put them. Is that a realistic concern or is this a sure bet that we're going to go forward or semi-sure?

Director PHIL BURT: Hmm, I would say it is -- actually, to be honest with you, the bigger stumbling block hasn't been at the federal level recently. It's been we've had a little bit more difficulty navigating with the Commonwealth just with respect to -- because the Commonwealth owns a lot of land out there. And so securing land any kind of lease out there requires going through like a process with DCAM and getting approval. So we've been meeting with our Cape delegation pretty regularly trying, you know, we had a meeting, nice meeting with Senator Cyr and Representative Peake a couple weeks ago just trying to keep them informed of what we're trying to do.

I don't think -- the General at the Base who oversees the entire footprint out there is 100 percent on board. I think he would sit here today and tell you that same exact thing. He's a hundred percent. They've been very supportive and they're actively trying to get us there.

I think the things that I see as potential roadblocks down the road would be something like we, God forbid, you know, we go to war and the Base goes into shutdown mode or something like that. Those are the things that kind of concern me. I don't see -- I don't see bureaucracy really being the ultimate stumbling block here. I think it would be some other kind of outside factor, but, you know, I do think it can work. I think it can happen.

Delegate O'MALLEY: Well, you've given a piece of information that I did not -- was not aware of the extent to which the state is actually controlling authority for much of that property.

Director PHIL BURT: Correct.

Delegate O'MALLEY: That's interesting. Good. Thank you.

Director PHIL BURT: You're welcome.

Deputy Speaker MORAN: John.

Delegate OHMAN: Thank you, Madam Speaker. Phil, I noticed that overall with all the shifting from Salary to Contractual and all the other stuff that's somewhat in line, you're up a budget; your budget is up about 21 grand from last year. What are your expected revenues compared to last year, and do you have a plan because of all the esoteric or the inability to determine where we can put the Base -- if and when we can put stuff on the Base. What are the projected revenues on the other side of this $581,000?

Director PHIL BURT: So, yes, it might even be up. I would say it's probably even up more than that, more than FY20. So, that's a good question. So, actually, some of the revenues, I think, are actually tied into -- I apologize. I forgot to mention completely the Police Academy that's running now under this umbrella organization here which is running out at the Base, most, I think, of the revenues that you see tied into the budget are relative to
that. The revenues that were tied into the Fire Academy are on contracts that no longer exist.

Delegate OHMAN: Right.

Director PHIL BURT: So last year when I sat here and told you like, oh, we have a contract with Mass. Maritime Academy, that was like a $200,000 contract that we -- money we received to run that training for the Mass. Maritime Academy. We had to contract with Entergy where we ran fire training for the power plant.

Fortunately, I guess, the Police Academy being up and running, there are revenues that come in for recruits in that program. That class, actually, the second class started up yesterday. There are 60 recruits in that class. The cost -- we're still working out how this all works out because the previous class had 42 and I think it brought in maybe, like, I want to say about $160,000. It all gets offset eventually with instructor costs, rental costs, all this other stuff. But I think most of the revenues that you see in there are going to be tied more to that. We won't charge local departments for use of anything.

Historically, we've charged outside departments so like, you know, a department like Plainville in Southeast Mass. might come down and use the facility or they had historically come out there and they might get charged a nominal fee, several thousand dollars. But those are -- the cost, like I said to the Commissioners, like I said to Jack, ultimately, there's no way, I think, to make this happen without the County assuming more cost. There's just like -- it can't be done for free. There's just no way to do it. So, that's the long and short of that answer.

Delegate OHMAN: Okay. So what I'm hearing is that the police part of the Public Safety Training Academy is awash. Whatever comes in for revenue goes out into other costs including instruction, probably mostly instruction.

Director PHIL BURT: Potentially, but it's so in its infancy it's hard to know because like, literally, we are only running our -- we just started our second class and we've already had to move locations. So, for example, the first class we ran -- I don't know how familiar you are with the facilities out there, but we ran at a National Guard facility called the "Welcome Center." Ironically, they kind of booted us out of the Welcome Center. But the fee to run that they originally charged us for that was going to be $50,000, a rental fee for that location. We ended up talking it down to like, I think, the end number maybe ended up being like $30,000.

And then the cost to run the driving program was about $20,000. We had to rent facilities across the Cape for shooting -- I'm trying to think of the term -- for the firing ranges around the Cape to use and this one will be different. It will be different this time. So we moved to another location. We have a new lease, I mean, a new contract with a new vendor.

So, what next class might look like, I don't know. It could be we could have 30 recruits; we could have 70. We're really feeling out the Cape Chiefs as we go and kind of grow this to get a sense of what is it going to look like? How many classes are we going to want to run a year? What's the demand going to be? Right now, we've put a hundred people through in like 10 months. So but next year could be less; I really don't know.

Delegate OHMAN: But police part of it seems very viable. It seems like it's going to work. I'm really more concerned about the academy and the fire side of things and the fact that you don't really have a sure plan to where you're going to go next. And as Brian
had said and what Mary said is also true is that have the towns suffered because we haven't had this ancillary training?

I'm really concerned about the long-term viability of the fire side of this. I guess that's where I'm going. And when I'm looking at this $581,000 budget, how much of this is fire and how much is police?

Director PHIL BURT: Well, part of it is merged so because -- so, for instance, the big cost that you see in there, the lease of a modular building, that fee would be to run joint training. So that would be a six-classroom facility with bathrooms and all of that kind of - office space. And, ultimately, what the idea would be, the police that are out there at the Base right now and were charged, we have to pay the Coast Guard or the National Guard to rent their facilities as we would put our own stuff out there. And then we would run fire training classes at that facility and we would run police training at that facility. So a lot of the stuff you see in there is kind of being mushed together because it has to be.

So, for example, there's modular office space in there, same exact thing. Right now, we're renting space out there. The idea would be that when the fire -- when we leave the academy and go out there, we'd all kind of come underneath the same roof. So that's why -- some of it -- some of its apples and oranges but some of it is kind of mashed together into the same sort of, whatever, fruit salad, I guess.

Deputy Speaker MORAN: Well, I think since we've really got to move on we're going to -- maybe the --

Delegate PRINCI: I have one quick question about administrative costs.

Deputy Speaker MORAN: Okay. And the other thing I was going to say is that I think maybe more frequent reports might be helpful in monitoring.

Patrick, go ahead.

Delegate PRINCI: Just as far as administrative duties with this remote training apparatus, is it necessary to have such administrative costs to administer a trailer that basically goes to different departments where there's personnel that are already trained likely to conduct those types of trainings, or is that just more or less for more oversight to ensure that safety along with environmental standards are being met?

Thank you.

Deputy Speaker MORAN: Did you get that?

Director PHIL BURT: Not quite.

Deputy Speaker MORAN: So the question is given the mobile element, is the administrative cost realistic or can that be really delegated to some of the on-site personnel?

Director PHIL BURT: Well, anytime that unit goes out, it's going to go out with our instructors with it. I mean it has to. So it's a -- it has propane on it. It has very strict safety requirements.

So when we get that unit delivered, it will come with -- the vendor will come down to the Cape and train a bunch of people on how to run it but those will be our instructors. So it will be very similar to the way the state does their program where they roll out a unit and they bring staff along with it to set it up, to run it, to operate it, to turn it off, to show -- to go over safety stuff. So I don't think we would ever get into a situation where we would sort of hand it off and let it go.

Deputy Speaker MORAN: Patrick, did you hear that? Patrick?

Delegate PRINCI: I did hear that. Thank you. I was just thinking along the lines of
for the current -- part of the administrative costs it seems sort of high as the academy sort of looks to branch out to town by town, region by region, within the County. It does seem high and is there a lot of that still going into monitoring the current site to ensuring that there's no activity there and that professionals are on hand to deal with any of the environmental safety cleanup?

Deputy Speaker MORAN: Is part of the cost on-site monitors for the old site?
He's shaking his head no.
Director PHIL BURT: No, that's a completely separate County --
Deputy Speaker MORAN: Completely separate.
Director PHIL BURT: Yes.
Delegate PRINCI: Okay.
Deputy Speaker MORAN: Thank you.
Delegate PRINCI: Thank you.
Deputy Speaker MORAN: Appreciate a really detailed report, very important, but I think maybe the answer to the, you know, the things sort of being up in the air would be maybe more frequent reports and we'll speak --
Director PHIL BURT: Yes, I'm happy to do it.
Deputy Speaker MORAN: -- with the Administrator about that too.
Director PHIL BURT: Yes.
Deputy Speaker MORAN: Thank you, very much.
Director PHIL BURT: You're welcome. Thank you.
Deputy Speaker MORAN: The next item is the Assembly of Delegates.

• Assembly of Delegates presented by Assembly Clerk
Clerk O'CONNELL: Yes, briefly, the big change in the budget is the inclusion of a Legal Expense line. Other than that, minor changes related to Salary, Fringe, and a few adjustments due to increased costs for conferences, etcetera. That's it unless you have any questions?
Deputy Speaker MORAN: Thank you. Seeing none. I appreciate your presentations, all.
The next item is communications from public officials. Are there any?
Next, communications from members of the public. Seeing none.

Public Hearing on Proposed Ordinance 20-05: County Lab Fee Increases
Deputy Speaker MORAN: Next, we have Public Hearing on Proposed Ordinance 20-05 to increase fees for customers of the Barnstable County Water Laboratory beginning in Fiscal Year 2021 through Fiscal Year 2022. Thank you, Sean.
Director SEAN O'BRIEN: You're welcome. Okay. Good evening, everybody. For the record, I'm Sean O'Brien. I'm the Director of the Barnstable County Department of Health and Environment.
This should not be news. This is, basically, something we've been talking about for a while. We started doing a business review of the Laboratory, where we're at for fees, where we're at for costs, and how our fees maybe need to be modernized a little bit.
So what we've done is this is our first pass. You probably will see us a little later on for some additional things that we're looking at. But right now, we're looking at some fees
that were in some cases with some of the water department fees maybe even up to 20 years old, like the price of coliform sampling for $5. It really is a low cost.

So what we wanted to do was look at new ways of, you know, not necessarily trying to create a hardship on towns or individuals but look at ways to at least maybe cover the Laboratory's costs a little bit more when it comes to some of the analysis.

One thing that we've been doing in this review is taking a really hard look at where we're at with labor costs but also supply costs. And we'll probably talk a little bit about that in a couple of weeks when I'm in for the budget too.

So everything that you're seeing we're looking first at changing some water department fees and that would be over a two-year process because we want to make sure that it is not a big price hit for water departments. So, we're looking at that. So, in Fiscal Year '21, we would see an increase and then another increase Fiscal Year '22.

And then, additionally, we're looking at our routine samples that we offer. This probably hasn't been changed in about 10 years. And just because of some of the costs that go along with it, it is a high labor sample because there's such a wide range of different analytes that happen.

So for this Fiscal Year July 1 this year, we would see a $10 raise to $55, a private well sample, which is still a bargain. And then the next fiscal year it would go up to 65, which is, considering what's all being tested, it's still a pretty good cost.

So, we did look at this and how it would result in increased revenues, and we figure by the end of the second -- by the end of the second fiscal year of increase, this could potentially bring another hundred thousand dollars of revenue into the Laboratory.

Thank you.


Delegate O’MALLEY: Sean, thank you, very much. I've long been a proponent of pushing fees up --

Director SEAN O’BRIEN: Sure.

Delegate O’MALLEY: -- since we're undercutting anything people can get anywhere else.

Director SEAN O’BRIEN: Yes.

Delegate O’MALLEY: I think we're really a still good deal. The two questions; the first is straightforward. THP, when I Googled it, I got "Tennessee Highway Patrol." And I don't know what that is.

Director SEAN O’BRIEN: It's a Total Hydrocarbon test.

Delegate O’MALLEY: THP, okay.

Director SEAN O’BRIEN: Yes, it's a Total Hydrocarbon test.

Delegate O’MALLEY: The second --

Director SEAN O’BRIEN: We do not get a lot of requests for it, just so you know.

Delegate O’MALLEY: Okay.

Director SEAN O’BRIEN: So even I had to look it up, Brian.

Delegate O’MALLEY: The second, more critically, you stepped a number of your increases over two years but not all of them.

Director SEAN O’BRIEN: Not all of them.

Delegate O’MALLEY: Maybe one out of three.

Director SEAN O’BRIEN: Right.
Delegate O'MALLEY: How did you decide which ones to -- why not take -- bite the bullet and just raise the prices to what's realistic?

Director SEAN O'BRIEN: I think what we wanted to do was we also looked at the ceiling on a couple of things. So, you know, looking at the Haloacetic Acid and the THPs, there's not as much of a call for them. So we thought that, okay, raising it that first fiscal year was enough and let's see if we, you know, if we have a little bit more of an increase.

I think what was really important though is the ones that you see where we've done a two-year price increase. Quite honestly, those are things that hadn't been looked at in a while. I mean, quite honestly, we're still very low when it comes to testing for Organic Chemicals and Volatile Organic Chemicals. And so this has allowed us to really look and say, okay, we're still going to be able to offer this, and if you look even in the for VOCs, for Volatile Organic Chemicals, you're still looking at probably a 20 percent reduction compared to what our standard price is. So water departments are still getting a pretty good and significant reduction in what these costs would be.

Delegate O'MALLEY: Great. Thank you.
Director SEAN O'BRIEN: You're welcome.
Deputy Speaker MORAN: John.
Delegate OHMAN: So these are -- the three to the right, Fiscal '2021 and '22, these are for municipal water departments, water --

Director SEAN O'BRIEN: Yes, water districts, water departments.
Delegate OHMAN: -- and water districts.
Director SEAN O'BRIEN: Yes.
Delegate OHMAN: So we're actually helping the communities by keeping these prices low but we're offsetting some of our increased costs?

Director SEAN O'BRIEN: Some of our costs, I mean, we've come in this year, you know, you saw in our Capital Budget the request for a mass spec, a Gas Chromatograph Mass Spec, that's a $150,000 instrument. And, you know, so -- and then looking at the price of just even getting a hood that we can do acid digestion in. That's, you know, that's going to be somewhere in the 40s, high 30s or 40s when it comes to that.

So the Laboratory is, quite honestly, it is fairly expensive because it's the highest tech equipment. What really has helped us is we've been able to offset by automation just much of the labor costs. So we're able to do it on a very, you know, low-staff division.

Delegate OHMAN: Thank you.
Deputy Speaker MORAN: Thank you. Elizabeth.
Delegate HARDER: Thank you. So the current other customer fees, that's what we charge people who aren't -- if a regular customer wants to --

Director SEAN O'BRIEN: Right, if a regular customer came in or let's say it was for a -- let's say that it might be one of our -- we've always had a discount for water departments and for municipalities. But if somebody else had come in, a private entity or something, that's where that cost is.

Delegate HARDER: And those fees are staying?
Director SEAN O'BRIEN: Those right now are going to stay. As a matter of fact, what we're still going through, we're still doing some reviews, so you may see us back again. But I will say this, after the beginning of the new fiscal year, we will have our price
list done with these increases, and we will come back in to have them approved by you, and that's what we should be doing every year is having our prices come in an approved by -- first by the Commissioners and then by the Assembly.

Delegate HARDER: And what the -- the other customer fees, are those sort of standard what you would get if you went anywhere so we use that to judge or are those still discount --

Director SEAN O'BRIEN: Our prices are still very low.

Delegate HARDER: -- they're still very low compared to private.

Director SEAN O'BRIEN: Yes, compared to what's out there. I'll be honest, there are some times where our prices are right at where a competitive lab may be, but there then there are some areas where, you know, like even today we were talking quickly about total coliform. One contract laboratory is charging $48 for something that we charge $12 for and -- but we're not going to charge $48. It's just -- for the labor, we've been able to sit back and look and see what it's costing for us to run these analysis.

So, we're usually under, I'd say probably about 75-80 percent of the time we're under what it would cost for some of the other laboratories. But also remember some of those other laboratories will lower their prices for specific projects just to get the business.

Deputy Speaker MORAN: Thank you. Great report. Please, we lose quorum at six so I'm a little --

Delegate KILLION: Okay. Thank you, Madam Speaker.

Deputy Speaker MORAN: Thank you.

Delegate KILLION: Sean, since the last time you raised the fees and you had mentioned about some efficiencies you've implemented, how much of your costs increased as opposed to today?

Director SEAN O'BRIEN: You mean for our budget?

Delegate KILLION: Well, in other words, the cost of doing these tests now versus the last time you raised the fees, how much have they risen?

Director SEAN O'BRIEN: You mean the fees themselves -- our costs?

Delegate KILLION: Yeah.

Director SEAN O'BRIEN: Probably, probably you'd have to look at it with labor and what labor costs are over the years. So we'd really need to sit down and look at that in a little bit more depth because if you go back -- and if we haven't, let's say, haven't raised fees in 10 years, you know, a $70,000 salary back then may have only been a $50,000 salary.

So, you know, I would say that for the most part our costs probably have gone up because of labor, also because of benefit packages and things of that. So, you know, but we could look to get you something even more in-depth.

Delegate KILLION: So what did you base these increases on if they weren't based on increases in costs?

Director SEAN O'BRIEN: Well, I'm sorry, we did look at what it was costing us for number of hours, how many hands it touches coming through when it's checked in. For a standard well test, quite honestly, five analysts see it.

Delegate KILLION: Okay. So I --

Director SEAN O’BRIEN: So I guess maybe I'm misunderstanding the question.

Delegate KILLION: Well, I guess the question was, you know, I think you got most of it right --
Director SEAN O’BRIEN: Yes.
Delegate KILLION: -- was the fact of how much the cost to the County to perform these tests has increased since the last increase in fees? In other words, you're increasing these fees based on what? Based on our increased cost?
Director SEAN O’BRIEN: Yes, we're basing it on our increased costs.
Delegate KILLION: Is it directly proportioned to those or not?
Director SEAN O’BRIEN: I would say yes.
Delegate KILLION: Okay.
Director SEAN O’BRIEN: Yes, I would say yes.
Delegate KILLION: Thank you.
Director SEAN O’BRIEN: Short answer.
Deputy Speaker MORAN: Important question.
Director SEAN O’BRIEN: Yes, very good. Sorry I missed it the first time.
Deputy Speaker MORAN: Great. I think we’ve covered the questions. We’re going to move ahead.

**I see there are no members of the public who have signed on.**

*(Public Hearing closed.)*

**Assembly Convenes**

Deputy Speaker MORAN: I'm going to convene the Assembly.

**Proposed Ordinance 20-05:**

To increase fees for customers of the Barnstable County Water Laboratory beginning in Fiscal Year 2021 through Fiscal Year 2022

*The Cape Cod Regional Government, known as Barnstable County, hereby ordains;*

**SECTION 1.** Individual test fees will increase as follows:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Coliform*</td>
<td>$12.00</td>
<td>$5.00</td>
<td>$7.50</td>
<td>$10.00</td>
</tr>
<tr>
<td>Nitrate</td>
<td>$12.00</td>
<td>$7.50</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Nitrite</td>
<td>$12.00</td>
<td>$7.50</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Volatile Organics</td>
<td>$85.00</td>
<td>$65.00</td>
<td>$70.75</td>
<td>$76.50</td>
</tr>
<tr>
<td>Haloacetic Acids</td>
<td>$120.00</td>
<td>$100.00</td>
<td>$108.00</td>
<td>$108.00</td>
</tr>
<tr>
<td>THP</td>
<td>$120.00</td>
<td>$100.00</td>
<td>$108.00</td>
<td>$108.00</td>
</tr>
</tbody>
</table>
SECTION 2. The Routine Test Package fee, which is made up of a series of individual tests, will increase as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Current FY20 Barnstable County Customer Fee</th>
<th>Proposed FY21 Barnstable County Customer Fee</th>
<th>Proposed FY22 Barnstable County Customer Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine</td>
<td>$45.00</td>
<td>$55.00</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

SECTION 3. This ordinance and proposed fee structure shall take effect beginning in Fiscal Year 2021.

Delegate O’MALLEY: Are we ready to have this moved? I'll move Proposed Ordinance 20-05 as distributed.

Delegate HARDER: Second.

Deputy Speaker MORAN: Okay. Roll call vote.

Roll Call Vote on Proposed Ordinance 20-05: County Lab Fee Increases

Voting “YES” (86.25%): Mary Chaffee (4.55% - Brewster), J. Terence Gallagher (2.30% - Eastham), Lilli-Ann Green (1.27% - Wellfleet), Elizabeth Harder (5.67% - Harwich), James Killion (9.58% - Sandwich), Deborah McCutcheon (0.93% - Truro), Susan Moran (14.61% - Falmouth), Thomas O’Hara (6.49% - Mashpee), John Ohman (6.58% - Dennis), Brian O’Malley (1.36% - Provincetown), Randi Potash (2.84% - Chatham), Patrick Princi (20.92% - Barnstable – remote participation due to distance), Linda Zuern (9.15% - Bourne – remote participation due to illness).

Absent (13.75%): Christopher Kanaga (2.73% - Orleans), E. Suzanne McAuliffe (11.02%-Yarmouth).

Clerk O’CONNELL: Madam Speaker, Proposed Ordinance 20-05 passes with 86.25 percent of the Delegates voting yes; 13.75 percent are absent, now known as Ordinance 20-01.

Ordinance 20-01:
To increase fees for customers of the Barnstable County Water Laboratory beginning in Fiscal Year 2021 through Fiscal Year 2022

The Cape Cod Regional Government, known as Barnstable County, hereby ordains;

SECTION 1. Individual test fees will increase as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Current FY20 Barnstable County “Other Customer” Fees</th>
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</thead>
<tbody>
<tr>
<td>Total Coliform*</td>
<td>$12.00</td>
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<td>Nitrate</td>
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<tr>
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<tbody>
<tr>
<td>Total Coliform*</td>
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<td>$65.00</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Test</th>
<th>Proposed FY21 Barnstable County “Water District” Customer Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Coliform*</td>
<td>$7.50</td>
</tr>
<tr>
<td>Nitrate</td>
<td>$10.00</td>
</tr>
<tr>
<td>Nitrite</td>
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<th>Proposed FY22 Barnstable County “Water District” Customer Fees</th>
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<td>Total Coliform*</td>
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SECTION 3. This ordinance and proposed fee structure shall take effect beginning in Fiscal Year 2021.

Deputy Speaker MORAN: Thank you.

Summary of Committee Reports

- Finance Standing Committee Chair Patrick Princi informed the Delegates that the committee unanimously recommended the FY21 proposed budget ordinances be forwarded to the full Assembly for review.
- Recall Subcommittee Chair Susan Moran informed the Delegates that the committee unanimously recommended a recall amendment for consideration by the Charter Review Committee

Deputy Speaker MORAN: Next on the agenda we have Committee Reports. The Finance Standing Committee; Patrick.

Clerk O'CONNELL: Patrick, do you want to just tell everybody what you did today at Finance?

Delegate PRINCI: Oh, certainly. Finance met at 3:45 this afternoon. We passed four ordinances for the budget unanimously.

Clerk O'CONNELL: Over to the Assembly for review, correct?

Delegate PRINCI: That's correct.

Deputy Speaker MORAN: Thank you.

Next item is the Charter Recall Subcommittee, and I can say that the subcommittee voted to confirm and will forward a final draft for review by the Assembly or Charter review Committee when the Speaker puts it on the agenda.


Next we have a Report from the Clerk.

Summary Report from the Clerk

- Reminder to Delegates that the filing period for S.F.I.s is now open and are due to be filed by May 26th, 2020 for CY19.
- Assembly Resolutions are now available on the web but no reference index available
Clerk O'CONNELL: Just to remind everyone that the period to file SFIs has opened and you have until the 26th of May to do so. I suggest that if you think you're going to run for another two-year term as Assembly Delegate, it's a good idea to make sure you print your completion certificate because when you bring the completed nomination form to the regional clerk, you will be required to also produce a receipt that you have completed your SFI for the previous calendar year. So that's important. If you give it to me, I'll keep it on file.

Also, just to let you know, the Resolutions are now also available on the Web. What's not there yet is an index for them. It's going to be a while. It's not an easy one to figure out.

And I'm also going to want to know, think about this, when I send your packets out, I send you out PDFs and Word. Do you want just PDFs? Do you want them both? I mean, I've been doing it like that for about eight years.
Delegate KILLION: Just PDFs, that's my vote.
Delegate HARDER: Yes.
Delegate CHAFFEE: Word.
Delegate GREEN: Word.
Deputy Speaker MORAN: Are these searchable?
Clerk O'CONNELL: All right. Never mind, it's okay. I'll just do them both.
Deputy Speaker MORAN: Good question though.
Clerk O'CONNELL: Just asking. And that's it, I don't have anything else to report.

Other Business
Deputy Speaker MORAN: Any other business?
Delegate HARDER: I just have a question. The ordinances that the Finance Committee passed, do we --
Clerk O'CONNELL: Well, they didn't pass the ordinances. What they did was they recommended those being forwarded to the full Assembly for budget review and that's actually what you started to do today.
Delegate HARDER: Oh, okay. So we can't vote on these today. We have to wait.
Deputy Speaker MORAN: Randi.
Delegate POTASH: Thank you. Thank you, Madam Speaker. So calling on your short-term memories, last time we were here we talked about my Resolution, the Resolution on behalf of the Town of Chatham for the County to go ahead and send a letter to ask the Coast Guard not to remove Whistle Buoy "C" or "B." I can't remember.

In any event, the Coast Guard did not remove it. They decided not to. So on behalf of the Town of Chatham, they were extremely -- the Town Clerk, I believe, sent a note to me. I may have forwarded it to you, all.
Clerk O'CONNELL: I sent it to everyone.
Delegate POTASH: Just in case anybody didn't get it. So, thank you.
Deputy Speaker MORAN: That's great.
Delegate OHMAN: Move to adjourn.
Delegate HARDER: Second.
Deputy Speaker MORAN: All those in favor? Aye.
Whereupon, it was moved and seconded to adjourn the Assembly of Delegates at 5:55 p.m.

Submitted by:

Janice O’Connell, Clerk
Assembly of Delegates

List of materials used at the meeting:
- Business Calendar 2/19/20
- Unapproved Journal of Proceedings 2/5/20
- Proposed Ordinance 20-06 submitted by Commissioners
- PowerPoint Presentation of FY21 Commissioners Department Budget Request
- PowerPoint Presentation of FY21 Finance Department Budget Request
- Cape Cod Center for Public Safety Training Executive Summary for FY21 Proposed Budget Request
- Photos (2) of Training Academy Props
- FY21 Proposed Budget Book as reference
- Public Hearing Notice on Proposed Ordinance 20-05
- Proposed Ordinance 20-05 County Lab Fee Increases