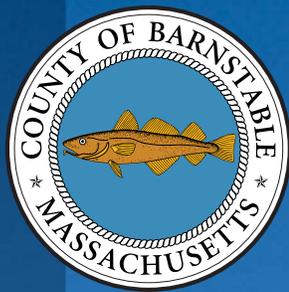


# Barnstable County

Annual Report Fiscal Year 2015



Barnstable County is... Cape Cod

# Barnstable County

## Annual Report & Fiscal Year 2015



Barnstable County takes great pride in our forward thinking and progressive movement to remain at the forefront of technology and regional advances, while protecting our rich and traditional historical heritage. We work hard to optimize regional impact in Barnstable County by maximizing our programs, support, services and innovation throughout all County departments, enabling us to provide the greatest community contribution through our programs and services. We here at Barnstable County value and respect our regional position in the community and we thank you for the opportunity to serve you while moving forward together.

Please enjoy the Annual Report contained within these pages and see all of the outstanding community programs, services and initiatives offered right here in our community.

**There's so much going on right here  
in Barnstable County.**

### **The Barnstable County Fiscal Year 15 Annual Report**

Project Management & Communications by:  
Angela D. Hurwitz, Barnstable County IT Department

Additional Layout & Technical Services Provided by:  
Michael Bottomley, Barnstable County IT Department

Additional Technical Services Provided by:  
Barnstable County IT Department

# The Annual Report of Barnstable County

for the fiscal year ending June 30, 2015



The Fiscal Year 2015 Barnstable County Annual Report is dedicated to E. Mark Zielinski for his exemplary public service. Over the past twenty years, Mark served Barnstable County as the Finance Director, Treasurer, Board Chairman of the Barnstable County Retirement Association, and County Administrator.

**Barnstable County is... Cape Cod**

Barnstable County was founded in 1685 and is one of the oldest Counties in the United States. These fifteen communities of Cape Cod are connected by more than the geography of this beautiful peninsula. Together they celebrate a shared history, a shared culture, and a shared vision. Barnstable County is a special place, requiring special protection and special services managed cooperatively for the benefit of each community. This Narrow Land has a unique place in the national historical narrative and has been defined by the limitations and expanses of land and water. Cape Cod has always had one foot in the past and one in the future.

Barnstable County government is proud to focus attention on regional issues and resources that impact our coastal waters, environment, and public health and safety. We work hard to develop programs to educate and inform our residents on conserving energy, food safety and nutrition, recycling and household hazardous products. Our departments are vibrant and active across the Cape and beyond, providing information, support and advocacy for environmental issues, technology innovation and emergency preparedness. With a breadth of services offered by our Barnstable County Departments, our communities are strong, informed and supported as we share in the rich, historical and rewarding life here on Cape Cod.

# Barnstable County Annual Report

## Fiscal Year 2015



### Table of Contents

Annual Report of the County of Barnstable Fiscal Year 2015 .....	5
Assembly of Delegates .....	7
Report of the County Treasurer .....	13
County Commissioner’s Report on County Affairs .....	29
Barnstable County Government Departments:	
Cape Cod Commission .....	39
Cape Cod Cooperative Extension .....	53
Child Advocacy Center / Children’s Cove .....	75
Dredge .....	81
Facilities .....	85
Finance .....	91
Fire & Rescue Training Academy .....	97
Health and Environment .....	105
Human Services .....	123
Information Technology .....	135
Purchasing .....	151
Registry of Deeds .....	157
Resource Development & AmeriCorps Cape Cod .....	161
Retirement Association .....	179



**ANNUAL REPORT  
OF THE  
COUNTY OF BARNSTABLE  
FISCAL YEAR 2015**

To the Citizens of Barnstable County:

The Annual Report of the County of Barnstable for Fiscal Year 2015 contains the cumulative report of the County Commissioners and the report of the County Treasurer for the fiscal year ending June 30, 2015. This publication hereby submitted is one hundred and eighteen in the series.

The report of the County Commissioners reflects the acts performed and the affairs of the Board of Regional Commissioners during the preceding fiscal year. The report of the County Treasurer provides a record of the county's receipts and expenditures, the balances at year-end in the General Fund, the Environmental Protection Fund, and a listing of the tax assessments to the towns of Barnstable County.

All financial records through June 30, 2014 have been examined by Clifton Larson Allen, Certified Public Accountants, and were found to be in good order. The audit report is on file at the office of the County Treasurer and is available for inspection.

Respectfully submitted,



---

Commissioner Sheila R. Lyons  
Chair

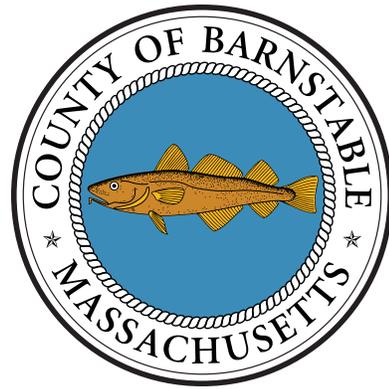


---

Robert C. Lawton, Jr.  
Interim County Treasurer



# Report of the Assembly of Delegates



## ASSEMBLY OF DELEGATES

Cape Cod Regional Government (known as Barnstable County)  
 First District Courthouse, Route 6A  
 Barnstable, MA 02630

barnstablecounty.org

**Janice O'Connell**

**Clerk**

Telephone (508) 375-6761  
 aofd@barnstablecounty.org



*Seated left to right: James Killion (Sandwich), Edward Lewis (Brewster), Brain O'Malley (Provincetown), Edward McManus (Harwich), E. Suzanne McAuliffe (Yarmouth), Teresa Martin (Eastham).*

*Standing left to right: Linda Zuern (Bourne), Christopher Kanaga (Orleans), Ronald Bergstrom (Chatham), Julia Taylor (Falmouth), Deborah McCutcheon (Truro), Ned Hitchcock (Wellfleet), Patrick Princi (Barnstable).*

*Not pictured: Marcia King (Mashpee), John Ohman (Dennis).*

The Assembly of Delegates is the legislative branch of Cape Cod Regional Government (also known as Barnstable County government). Each town within the county is duly represented on the Assembly of Delegates. Delegates are elected by the voters from each town for a two-year (calendar) term.

On Tuesday, November 4, 2014, delegates were elected to serve and in January 2015 assumed their duties and began the fourteenth session (2015 – 2016)

of the Assembly of Delegates. Ronald Bergstrom (Chatham) was elected Speaker, Deborah McCutcheon (Truro) was elected Deputy Speaker, and Janice O'Connell continued as the Assembly Clerk.

The Assembly of Delegates holds regular meetings on the first and third Wednesday of each month at 4:00 p.m. in the Chamber Hall of the Assembly of Delegates, First District Courthouse in Barnstable. The vote of each delegate is a weighted vote based on

the 2010 U. S. Decennial Census. Barnstable has the largest weighted vote of 20.92% and Truro has the smallest weighted vote of 0.93%.

The legislative powers of county government are vested in the Assembly of Delegates, and except as provided in the Barnstable County Home Rule Charter, the acts of the Assembly of Delegates are required to be by ordinance. Ordinances are brought forward to the Assembly of Delegates and then referred for review and discussion to a Standing Committee of the Assembly by the Speaker prior to receiving a recommendation from the committee for a vote by the full Assembly. The public has the opportunity to participate in the process when a proposed ordinance is scheduled for a public hearing by the appropriate Standing Committee.

Delegates are appointed to serve on the Standing Committees of the Assembly and may also be appointed to serve on special committees.

The Standing Committees of the Assembly of Delegates are as follows:

- **Economic Affairs:** addresses economic development in Barnstable County
- **Finance:** reviews the budget and looks at every major decision rendered by the Barnstable County government that has financial implications including inter-governmental fiscal policies and procedures
- **Governmental Regulations:** address all matters relating to the Regional Policy Plan (committee composition consists of the Chairs of all other Standing Committees)
- **Health and Human Services:** addresses matters relating to public health, social services and housing
- **Natural Resources:** addresses matters relating to environmental matters
- **Public Services:** addresses matters relating to public services
- **Telecommunications and Energy:** addresses matters relevant to telecommunications and energy policy and budgetary decisions of the Assembly and

to the general welfare of the citizens of Barnstable County

Members of each Standing Committee will review the components of all proposed ordinances assigned to and under consideration by each appropriate committee prior to issuing a report to the full Assembly.

An important and significant responsibility of the Assembly is the review and adoption of a proposed budget for the ensuing fiscal year. A proposed budget is submitted to the Assembly of Delegates by the Board of County Commissioners (executive branch of Barnstable County government) each February. Standing Committees meet with department managers, review their budgets and programs, look at the goals and effectiveness of each program, and consider information that is gathered through the public hearing process prior to making a recommendation to the full Assembly for a vote. This budget process typically takes place between February and May of each year.

During FY2015 (July 1, 2014 through June 30, 2015), the Assembly of Delegates adopted eleven ordinances (#14-03 through 14-08, 15-01 and 15-05). A complete list of all ordinances adopted by the Assembly of Delegates is available upon request or can be viewed on the county website at <http://www.barnstablecounty.org/assembly-of-delegates/ordinances>.



*Assembly Annual Beach Meeting 2015*

Below is a list of the Standing Committees and a summary description of the ordinances and subject matter that were reviewed by the committees and ordinances adopted by the Assembly during fiscal year 2015.

#### **Standing Committee on Finance:**

- Transfer from Shared Costs & Debt Service – Miscellaneous & Contingency – Contractual Legal Services (\$10,000) to the Assembly of Delegates Contractual Legal Services for Fiscal Year 2015 - **Ordinance 14-07 adopted by Assembly on 11/19/13 and Override of County Commissioners disapproval by Assembly on 12/17/14.**
- Restrict the transfer of monies from Special Revenue Accounts, Savings Accounts, or any account in which unrestricted funds are placed for the purpose of increasing the income revenue for projection shortfalls – **Ordinance 14-08 adopted by Assembly on 11/19/13 and Override of County Commissioners disapproval by Assembly on 12/17/14.**
- Supplemental Appropriations for FY 2015 (\$25,000) appropriated from the Vehicle replacement Stabilization Fund - **Ordinance 15-01 adopted by Assembly on 3/18/15.**
- Appropriations for Barnstable County FY 2016 operating budget (including capital items): \$28,548,106 – **Ordinance 15-02 adopted by Assembly on 4/15/15.**
- Supplemental Appropriations to FY 2016 budget for the HOME Program (\$174,714) from Statutory Reserve Funds set aside at FY 2015 close –



*Assembly Annual Beach Meeting 2015*

#### **Ordinance 15-03 adopted by Assembly on 6/17/15.**

- County authorization to purchase capital equipment, purchase a conservation restriction and implement capital improvements for the County and to borrow money for FY16 (\$1,755,500 as stated and accounted for in adopted budget Ordinance 15-02) – **Ordinance 15-05 adopted by Assembly on 6/17/15.**

#### **Standing Committee on Government Regulations:**

- Amendment to the Cape Cod Commission Regulations of General Application, Enabling Regulations Governing Review of Developments of Regional Impact – **Ordinance 14-03 adopted by Assembly on 11/5/14.**
- Amendment to the Cape Cod Commission Regulations of General Application, Chapter D, Development Agreement regulations Governing the Provisions for Development Agreements, Ordinance 92-1 – **Ordinance 14-04 adopted by Assembly on 11/5/14.**
- Amendment to the Cape Cod Commission Regulations of General Application, Chapter G, Growth Incentive Zones - **Ordinance 14-05 adopted by Assembly on 11/5/14.**
- Amendment to the Cape Cod Commission Regulations of General Application, Cape Cod Commission Local Comprehensive Plan Regulations - **Ordinance 14-06 adopted by Assembly on 11/5/14.**

#### **Standing Committee on Natural Resources:**

- To authorize the County Commissioners to execute a Purchase and Sales Agreement for the Aquaculture Research Property, to purchase a Conservation Restriction for the purpose of acquiring a Conservation restriction with the Dennis Conservation Trust, the Towns of Yarmouth and Dennis, for land located at in the Town of Dennis at 99 Chapin Beach Road, and to authorize the Treasurer to borrow sums necessary and to issue bonds and notes for the purposes of this ordinance - **Ordinance 15-04 adopted by Assembly on 6/17/15.**

**Economic Affairs**

**Health & Human Services**

**Natural Resources**

**Public Services**

**Telecommunications & Energy:**

- Reviewed and recommended department budgets to the Finance Committee for FY 2016 proposed operating budget – **Ordinance 15-02.**

**Town Representation  
Fourteenth Session (2015 -2016)  
Assembly of Delegates**

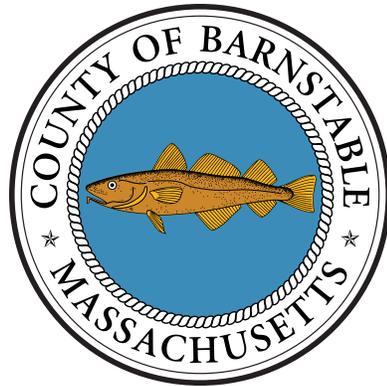
<u>Delegates</u>	<u>Town</u>	<u>% Weighted Vote</u>
Ronald Bergstrom	Chatham	2.84%
Ned Hitchcock	Wellfleet	1.27%
Christopher Kanaga	Orleans	2.73%
James Killion	Sandwich	9.58%
Marcia King	Mashpee	6.49%
Edward Lewis	Brewster	4.55%
Teresa Martin	Eastham	2.30%
Suzanne McAuliffe	Yarmouth	11.02%
Deborah McCutcheon	Truro	0.93%
Edward McManus	Harwich	5.67%
John Ohman	Dennis	6.58 %
Brian O'Malley	Provincetown	1.36%
Patrick Princi	Barnstable	20.92%
Julia C. Taylor	Falmouth	14.61%
Linda Zuern	Bourne	9.15%
		<b><u>100.00%</u></b>

If you have any questions about the operation or structure of the Assembly of Delegates please contact the Assembly Clerk via the following:

Janice O'Connell, Clerk  
Telephone (508) 375-6761  
Fax: (508) 362-6530  
Email: aofd@barnstablecounty.org



# **Report of the Barnstable County Treasurer**



**REPORT OF THE TREASURER  
of the  
COUNTY OF BARNSTABLE  
FISCAL YEAR 2015**

To the Citizens of Barnstable County:

I hereby submit the Annual Report of the Treasurer of Barnstable County for the fiscal year ending June 30, 2015. This publication is one hundred and twenty in the series.

The financial reports that follow include a statement of receipts and expenditures, the balances at year-end in the General Fund and the Cape Cod Commission Fund, an outstanding debt schedule, and a listing of the tax assessments to the towns of Barnstable County.

All financial records through June 30, 2014 have been examined by Clifton Larson Allen, Certified Public Accountants located in Burlington, Massachusetts and were found to be in good order. The audit report is on file at the office of the County Treasurer and is available for inspection.

Respectfully submitted,

Robert C. Lawton, Jr.  
Interim County Treasurer/Finance Director

**The Commonwealth of Massachusetts**  
**Department of Revenue-Division of Local Services-Bureau of Accounts**  
**Statement of the Receipts and Payments of the Treasurer of Barnstable County for the Fiscal Year Ending June 30, 2015**

Description	2014-07-01 Balance	Fund 0001	Capital Projects Fund 0005	Cape Cod Comm Funds 0010-0015	Receipts	Payments	All Other Fund Balances	Totals
<b>Fund Balances:</b>								
Reserved for Encumbrances		946,179.17	0.00	93,081.62			0.00	1,039,260.79
Reserved for Continuing Appropriations		1,829,642.10	0.00	0.00			0.00	1,829,642.10
Statutory Reserve		297,255.00	0.00	0.00			0.00	297,255.00
Reserved for Other		2,132,805.15	0.00	1,658,204.00			0.00	3,791,009.15
Unreserved and Undesignated		4,636.95	(7,010,697.89)	971,425.76			31,310,513.53	25,275,878.35
<b>Total Fund Balances 7/1/14</b>		<b>5,210,518.37</b>	<b>(7,010,697.89)</b>	<b>2,722,711.38</b>			<b>31,310,513.53</b>	<b>32,233,045.39</b>
<b>REVENUES</b>								
Information Tech Support Services		145,694.69						145,694.69
Resource Development Office		16,151.53						16,151.53
Finance Department		5,901.78						5,901.78
Building Rentals		17,381.68						17,381.68
Facilities		28,188.00						28,188.00
Courthouse Rental		1,718,968.08						1,718,968.08
Cooperative Extension Service		86,649.99						86,649.99
County Excise Taxes		8,487,216.45						8,487,216.45
Registry of Deeds		2,405,403.52						2,405,403.52
Joint Initiatives		59,670.00						59,670.00
Health & Environmental		576,002.80						576,002.80
Fire Training Academy		211,523.60						211,523.60
License Plate Revenue-Rest Area & Other		42,833.30						42,833.30
County Tax Assessments		2,972,551.00						2,972,551.00
Miscellaneous Revenues		27,378.78						27,378.78
Interest Income		18,533.19						18,533.19
CC Environmental Protection Tax Assessments				3,186,980.00				3,186,980.00
Cape Cod Commission Regulatory Fees				20,291.00				20,291.00
Cape Cod Commission Misc Revenues				8,816.50				8,816.50
Cape Cod Commission Grants				686,831.38				686,831.38
<b>TOTAL REVENUES</b>		<b>16,820,048.39</b>	<b>0.00</b>	<b>3,902,918.88</b>				<b>20,722,967.27</b>

**EXPENDITURES**

County Commissioners Office	434,474.95		434,474.95
Information Technology Services	1,135,609.41	628,682.14	1,764,291.55
Resource Development Office	856,276.70		856,276.70
Assembly of Delegates	281,609.80		281,609.80
Department of Finance	776,156.17		776,156.17
Affordable Housing	5,000.25		5,000.25
Grants to Towns	6,246.04		6,246.04
Department of Facilities	2,225,450.48	137,598.70	2,363,049.18
Cooperative Extension Services	1,702,337.58		1,702,337.58

**EXPENDITURES**

Registry of Deeds	2,439,341.93		2,439,341.93
County/CCC Joint Initiatives	335,357.73	232,639.08	567,996.81
Health & Environmental	2,115,951.40	85,658.42	2,201,609.82
Human Services	557,050.69		557,050.69
Children's Cove	412,134.90		412,134.90
Grants for Human Services	80,000.00		80,000.00
Fire Training Academy	367,870.54		367,870.54
Water Quality Initiatives	277,631.11		277,631.11
Retirement-Retired Sheriff's Employees	1,064,707.93		1,064,707.93
Retirement-Early Retirement Incentive	109,132.41		109,132.41
Group Hlth,Dental & Life Insurance-Retirees	754,269.00		754,269.00
Workers Comp Premiums	57,979.42		57,979.42
Miscellaneous & Contingent	432,738.72		432,738.72
Unpaid Bills	5,506.46		5,700.06
Cape Cod Commission Programs			3,911,898.61
	193.60		
	3,911,898.61		
<b>TOTAL EXPENDITURES</b>	16,432,833.62	1,084,578.34	21,429,504.17

**OTHER FUNDS**

0025 Dredge Operating Fund	1,464,849.53	737,742.53	704,614.93	1,497,977.13
8004 Life Insurance Fund	450,212.53	65,806.98	47,842.78	468,176.73

<u>County Commissioners</u>						
8094 Bike Safety Fund	10,500.00	0.00	9,508.20	991.80		
<u>Resource Development</u>						
8029 AmeriCorps Donations	2,708.06	0.00	275.59	2,432.47		
8039 AmeriCorps Grant Match	0.00	188,160.00	188,160.00	0.00		
8043 Grant Writing	687.05	0.00	0.00	687.05		
8070 Human Services Grt Management 6/15	0.00	76,500.00	69,370.25	7,129.75		
8090 Human Services Grt Management 6/14	3,758.25	0.00	3,758.25	0.00		
<u>Cape Light Compact</u>						
0026/0027 Energy Efficiency Funds	5,611,978.21	34,067,128.31	38,090,875.22	1,588,231.30		
2006 Solarize Our Schools	78,460.18	0.00	0.00	78,460.18		
8038 Energy Efficiency Reserve Fund	33,433.50	0.00	33,433.50	0.00		
8046 Power Supply Reserve Fund	1,634,067.13	1,553,098.39	1,918,774.60	1,268,390.92		
8074 CLC Operating Fund	79,508.93	1,504,872.00	1,371,899.05	212,481.88		
8075 CLC Green/MTC	198,027.68	82,696.82	68,710.84	212,013.66		
<u>Facilities</u>						
8016 Court Renovations	2,507.00	5,320.00	13,083.70	(5,256.70)		
<u>Cooperative Extension</u>						
8024 Groundwater Guardian Program	8,124.51	4,795.50	5,640.97	7,279.04		
8050 Natural Resources Courses	37,176.20	0.00	11,503.80	25,672.40		
8051 Calendars/Books/Posters	21,548.73	1,997.50	1,800.00	21,746.23		
8052 Food Sanitatin Courses	30,965.86	3,290.00	6,333.56	27,922.30		
8054 Coastal Explorer Program	114,637.47	9,200.00	7,245.02	116,592.45		
8055 Aqua Disease Diagnosis	13,028.81	0.00	0.00	13,028.81		
8056 Fin Fish Services	5,900.21	5,000.00	0.00	10,900.21		
8057 Lyme Disease Administration	17,256.33	0.00	102.90	17,153.43		
8058 Municipal Shade Tree Nursery	1,760.79	4,485.00	768.90	5,476.89		
8078 Buy Fresh/Buy Local Program	19,994.31	59.00	2,815.64	17,237.67		
8080 Household Hazardous Waste	16,506.35	18,680.00	27,638.77	7,547.58		
<u>Registry of Deeds</u>						

BARNSTABLE COUNTY TREASURER - 18

8002 Revenue Stabilization	425,413.10	0.00	0.00	425,413.10
8003 Technology Fund	244,656.33	582,000.00	155,317.11	671,339.22
<i><u>Health &amp; Environmental</u></i>				
0029 Septic System Residential Loan Program	10,692,759.65	4,034,210.52	4,823,456.17	9,903,514.00
0031 Septic System Loan Admin Fund	1,821,091.82	805,170.66	338,335.36	2,287,927.12
0032 Septic System Commercial Loan Program	207,196.63	77,254.48	145,639.45	138,811.66
3005 Alt Test Center-Clearpod System	48,972.25	14,000.00	62,658.52	313.73
8009 Influenza/Vaccine Clinics	218.34	32,874.54	32,751.04	341.84
8010 Lab Analysis	158.04	228,481.81	228,107.75	532.10
8011 Alternative Septic System Test	228,889.22	176,172.57	167,871.67	237,190.12
8037 Beach Monitoring Program	72,859.01	29,010.40	18,959.42	82,909.99
8065 Environmental Journal	4,101.00	0.00	0.00	4,101.00
8079 Innovative Altern Septic System	98,053.67	60,900.00	89,824.53	69,129.14
8087 Tank Removl/Replac Loan Program	64,186.04	1,946.04	2,620.00	63,512.08
8088 Emergency Sheltering Fund	12,688.22	0.00	0.00	12,688.22
8089 Falmouth Alternative to Sewering	21,712.00	0.00	6,256.00	15,456.00
<i><u>Human Services</u></i>				
8014 Community Education	5,113.06	4,129.67	8,622.97	619.76
8071 Information Service	4,075.76	0.00	0.00	4,075.76
8072 Human Right Commission	2.10	0.00	0.00	2.10
8091 SHINE Fund Donations	43,688.21	220.00	1,665.39	42,242.82
8096 Oral Health Excellence Collaborative	0.00	33,634.50	0.00	33,634.50
<i><u>Children's Cove</u></i>				
8012 Conferences	3,037.44	0.00	2,550.37	487.07
8013 Child Advocacy Center	172.95	0.00	118.02	54.93
<i><u>Cape Cod Commission</u></i>				
8017 General Forums/Meetings	11.86	0.00	0.00	11.86
8021 Flushing Studies	2,975.00	0.00	0.00	2,975.00
8022 Underground Utilities	1,428.06	0.00	0.00	1,428.06
8023 Mitigation Funds	2,817,771.55	133,183.76	54,378.90	2,896,576.41
8061 Affordable Housing/Home Program	82,184.03	105.00	24,864.75	57,424.28

8083 Ready Renters Program	6,604.14	6,354.14	0.00	250.00	0.00
8085 Permits/Licenses/Inspections	60,436.52		15,000.00	5,625.35	69,811.17
<u>EDC-0004 License Plate</u>	187,876.33		325,813.09	381,068.78	132,620.64
<u>Miscellaneous</u>					
8005 Work Comp Res-Grants	502,478.66		48,095.70	11,148.26	4,426.10
8006 Unemp Comp Res-Grants	392,222.36		30,928.97	9,950.00	3,201.33
8026 Insurance Reimbursmts	3,156.62		0.00	3,156.62	(0.00)
8027 Abandoned Property	0.00		0.00	0.00	0.00
8028 Oil Spill Cleanup	6,600.46		0.00	6,600.46	(0.00)
8040 Airplane Fund	4,008.26		0.00	0.00	4,008.26
8041 Statue Fund	501.54		1,460.00	1,055.94	905.60
8044 Professional Development	8,679.38		0.00	8,400.00	279.38
8045 MWRA/Bays Legal	6,208.34		0.00	0.00	6,208.34
8048 Wellness Fund	(8,156.94)		14,102.28	16,540.57	(10,595.23)
8077 Cape Cod Compassion	125.00		0.00	0.00	125.00
8095 Renewable Energy Net Metering	0.00		17,869.50	0.00	17,869.50
<b>Subtotal</b>	27,931,753.63	6,354.14	44,995,395.52	49,191,949.87	22,783,845.14
<b>FEDERAL GRANTS/CONTRACTS</b>					
<u>Resource Development Office</u>					
2002 AmeriCorps 08/14	(138,706.58)		206,280.27	67,573.69	(0.00)
2003 AmeriCorps 08/15	(0.00)		277,477.19	358,116.52	(80,639.33)
2129 Martin Luther King Day Project	0.00		4,500.00	4,500.00	0.00
<u>Cape Light Compact</u>					
2161 Energy Audit/Renewable Energy	(1,600.00)		0.00	0.00	(1,600.00)
<b>FEDERAL GRANTS/CONTRACTS</b>					
<u>Cooperative Extension</u>					
2047 Lyme Disease	(17,339.20)		33,700.59	16,361.39	0.00

BARNSTABLE COUNTY TREASURER - 20

2068 Nutrition 09/15	0.00	5,827.61	12,592.17	(6,764.56)
2230 Nutrition 09/14	(8,110.46)	14,297.57	6,187.11	0.00
2095 Coastal Geologist 01/16	0.00	28,520.81	52,334.91	(23,814.10)
2236 Coastal Geologist 01/15	(44,111.22)	162,032.00	117,920.78	0.00
2225 Incr Public Aware Shellfish Consumptn	(33,584.47)	41,987.47	8,403.00	0.00
2229 Clams Exposed to QPX	0.00	1,766.67	1,766.67	0.00
2235 Roger Williams Univ-Vibrio Testing	(2,000.00)	4,000.00	2,000.00	0.00
2240 Northeast Aqua Res Farm	0.00	6,490.78	6,490.78	0.00
<i>Health &amp; Environmental</i>				
2041 Comm Disease Control 06/14	136.80	0.00	136.80	(0.00)
2086 Hazmat Emergency Preparedness	(6,262.44)	7,163.19	4,155.94	(3,255.19)
2108 MA Decontamination Units	0.00	2,000.00	2,000.00	0.00
2120 Public Health Emergency Preparedness	0.00	164,692.00	160,982.00	3,710.00
2132 Nat'l Assoc Cnty/City Health Off 7/14	3,500.00	0.00	1,146.00	2,354.00
2185 Nat'l Assoc Cnty/City Health Off 7/12	295.70	0.00	295.70	0.00
2211 Nat'l Assoc Cnty/City Health Off 7/13	1,956.39	0.00	1,956.39	0.00
2215 Nat'l Assoc Cnty/City Health Off 7/13	1,822.24	0.00	1,822.24	(0.00)
2258 Nat'l Assoc Cnty/City Health Off 7/15	0.00	3,500.00	0.00	3,500.00
2166 Blackwater Separation	0.00	0.00	14,415.00	(14,415.00)
2219 Tobacco CTG	0.00	13,750.00	13,750.00	0.00
4011 Test Center XI	(39,690.58)	39,690.58	0.00	0.00
4012 Test Center XII	0.00	0.00	54,975.98	(54,975.98)
4013 Test Center XIII	(22,957.12)	28,877.07	10,451.70	(4,531.75)
8081 Emergency Management Fund	4,090.47	0.00	212.60	3,877.87
<i>Human Services</i>				
2183 Mass in Motion 09/14	10,074.79	10,795.21	20,870.00	0.00
2220 Servg Health Needs of Everyone	(20,714.98)	85,306.28	69,092.00	(4,500.70)
2227 SHINE Duals 1 Care	0.00	0.00	633.94	(633.94)
<i>Children's Care</i>				
0100 S.A.I.N.	0.00	75,400.00	75,400.00	0.00
2196 Nat'l Children's Alliance 06/15	0.00	21,250.00	19,570.00	1,680.00

2217 Nat'l Children's Alliance 12/14	0.00		9,000.00	9,000.00	0.00
<i>Cape Cod Commission</i>					
2023 HUD/HAC Flow through	0.01		514,038.51	514,038.51	0.01
2168 Economic Devel Admin	9,339.94	12,215.06	10,253.67	(269.76)	
2201 Joint Land Use Study	21,268.40	21,268.40	15,200.68	7,313.32	
2221 Invest Software	4,772.78	7,937.20	2,539.81	3,248.76	
2233 Hazard Mitigation	(1,071.06)	5,104.25	7,539.52	5,841.41	
2242 Bike/Pedestrian Master Plan	(5,417.66)	6,163.06	57,877.97	19,004.47	
<b>Total Federal Grants/Contracts</b>	(284,308.25)	0.00	1,914,689.22	1,722,563.47	(144,870.47)
<b><u>STATE GRANTS/CONTRACTS</u></b>					
<i>Resource Development Office</i>					
2137 AmeriCorps Week	0.00		4,492.78	(4,492.78)	
<i>Cooperative Extension</i>					
2048 SEMAC 06/15	0.00		50,000.00	31,500.00	18,500.00
2216 SEMAC 09/15	15,513.33		0.00	15,513.33	0.00
2050 Shellfish Propagation	25,000.00		0.00	1,983.14	23,016.86
2222 Pay As U Throw 06/14	(14,176.59)		14,310.79	134.20	(0.00)
2195 Buy Fresh/Buy Local-SEMAP 06/15	0.00		7,500.00	7,500.00	0.00
2238 Buy Fresh/Buy Local-SEMAP 06/14	7,500.00		0.00	7,500.00	0.00
2226 Hidden Hazards in Art Studios 06/14	70.78		0.00	70.78	(0.00)
2231 Regional Paint Initiative	(211.19)		7,211.19	7,000.00	0.00
2246 Municipal Asst Host Comm	0.00		61,134.34	71,119.34	(9,985.00)
2262 Sharps Containers	0.00		2,053.00	0.00	2,053.00
<i>Health &amp; Environmental</i>					
0103 Tobacco	(11,148.26)		11,148.26	0.00	0.00
2218 Tobacco 06/14	25,781.48		0.00	25,781.48	0.00
2243 Tobacco 06/15	0.00		152,911.63	161,596.37	(8,684.74)
2119 Medical Reserve Corps 06/14	1,196.15		0.00	1,196.15	0.00
2125 Medical Reserve Corps 06/15	0.00		22,339.56	20,012.06	2,327.50

BARNSTABLE COUNTY TREASURER - 22

2248 Cape Cod Hoarding Taskforce	0.00	1,881.66	2,140.31	(258.65)
<i>Human Services</i>				
2234 Prevention Wellness Trust	153,058.50	46,019.00	199,077.50	0.00
2254 Prevention Wellness Trust Implem	0.00	747,319.16	690,184.42	57,134.74
2256 Opioid Abuse Prevention Collaborative	0.00	30,759.88	30,759.88	0.00
<i>Children's Care</i>				
0104 DSS Child Advocacy Center	(8,488.84)	148,488.84	140,000.00	0.00
<i>Cape Cod Commission</i>				
2193 Comm Innov Challenge	0.57	0.00	0.00	0.00
2202 Wastewater SmartMap	11,592.98	0.00	0.00	(0.00)
2208 Tech Asst to Municipalities 12/13	36,490.00	0.00	0.00	0.00
2228 Tech Asst to Municipalities 12/14	158,233.19	0.00	141,074.19	14,181.74
2247 Tech Asst to Municipalities 12/15	0.00	184,667.00	67,485.34	117,181.66
2209 Cap Plang/Design-208 Plan Update	(256,091.06)	1,037,879.92	626,415.48	(100,616.63)
<b>Total State Grants/Contracts</b>	144,321.04	2,525,624.23	2,252,536.75	110,357.70
<b><u>OTHER GRANTS/CONTRACTS</u></b>				
<i>Resource Development Office</i>				
2264 Plastic Breeze	0.00	800.00	400.00	400.00
<i>Cooperative Extension</i>				
2099 Operation Military Kids	580.00	0.00	0.00	580.00
2237 Cooking at the Store	(2,304.60)	2,443.80	139.20	0.00
2241 Tick Bite Awareness	0.00	2,000.00	2,000.00	0.00
2253 Tick Education Direct Mailing	0.00	30,000.00	30,000.00	0.00
2257 Hyannis West Elementary Garden	0.00	4,061.95	1,000.00	3,061.95
2263 Adaptive Equipment Disabled Youth	0.00	8,195.00	5,695.00	2,500.00
<i>Health &amp; Environmental</i>				
0030 Orleans Sanitation	(6,992.75)	30,682.22	32,265.56	(8,576.09)

2239 CHNA Asthma	3,400.00	0.00	3,089.64	310.36
2261 CHNA 27 Hoarding	0.00	5,000.00	320.00	4,680.00
8064 Wellfleet Sanitation	(4,353.99)	16,381.66	14,193.29	(2,165.62)
8092 Provincetown Sanitation	(2,635.79)	2,635.79	0.00	0.00
<u>Human Services</u>				
2164 Reg Netwk to End Homeless-One Family	135.63	0.00	135.63	(0.00)
2187 Reg Netwk to End Homeless-Yarmth	11,294.18	0.00	11,294.18	0.00
2249 Cape Cod Healthcare SHINE	0.00	5,000.00	5,000.00	0.00
2250 Cape Cod Healthcare Network	0.00	7,300.00	0.00	7,300.00
2255 Behavioral Health Web	0.00	5,000.00	0.00	5,000.00
<u>Cape Cod Commission</u>				
2101 2nd Homeowners Survey	5,634.04	0.00	5,634.04	0.00
2146 Reg Economic Strategy Exec Team	304,848.58	89,358.80	183,139.24	322,350.54
2200 Rte 28 Corridor Project	5,614.00	5,614.00	0.00	0.00
2232 USGS Sea Level Rise	14,900.00	42,000.00	39,700.00	17,200.00
2251 Coastal Zone Provincetown	0.00	0.00	3,606.00	(3,606.00)
<b>Total Other Grants/Contracts</b>	330,119.30	451,500.42	337,611.78	349,035.14
<b>TOTAL OTHER FUNDS</b>	28,121,885.72	461,065.73	53,504,661.87	23,098,367.51
TRANSFERS	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES/EXPEND</b>	70,610,176.66	74,934,166.04		
<u>OTHER ACCOUNTS</u>				
Accounts Receivable	(2,941,246.49)	2,941,246.49	2,216,669.63	(2,216,669.63)
BCRA & CVEC P/R & Dedctn Reimb	(8,386.16)	868,864.63	872,427.67	(11,949.20)
Septic & RUST Loans Receivable	(15,617,506.87)	30,904,602.90	30,743,771.97	(15,456,675.94)
Deferred Revenue-Septic & RUST Loans	15,617,506.87	2,929,795.87	3,090,626.80	15,456,675.94
Warrants Payable	2,885,922.59	884,445.27	2,885,922.59	884,445.27
Accrued Expenditures	1,785,263.41	2,002,159.29	1,785,263.41	2,002,159.29
Accrued P/R & Deductions	922,523.94	8,519,572.64	8,432,542.31	1,009,554.27
Escrow Deposits	544,550.52	120,654.82	395,189.69	270,015.65
Amnt To Be Provided-Obligations-MCWT	(26,057,367.00)	1,214,211.00	200,000.00	(25,043,156.00)

**BARNSTABLE COUNTY TREASURER - 24**

Interim Loan Notes Payable-MCWT	4,800,000.00			200,000.00	5,000,000.00	0.00
Bonds Payable-MCWT	21,257,367.00			5,000,000.00	1,214,211.00	25,043,156.00
Bond Anticipation Note Payable	0.00			2,289,100.00	0.00	2,289,100.00
<b>TOTAL FUND BALANCES 6/30/15</b>	<b>31,310,513.53</b>	<b>6,542,733.14</b>	<b>(8,095,276.23)</b>	<b>3,174,603.78</b>	<b>27,325,023.16</b>	<b>28,947,083.85</b>

Statutory Reserve		304,687.00	0.00	0.00		
Encumbrance Reserve		876,638.85	0.00	72,505.50		
Continuing Appropriations Reserve		947,409.50	0.00	40,851.43		
Workers Comp Reserve		0.00	0.00	13,000.00		
Vehicle Replacement Reserve		50,000.00	0.00	0.00		
Insurance Reserve		121,305.15	0.00	0.00		

RECEIPTS RESERVED FOR APPROPRIATION:

Appropriated for FY16 Budget		2,275,222.00	0.00	681,534.00		
<u>STABILIZATION FUND:</u>						
Legal Reserve		450,000.00	0.00	750,000.00		
Insurance Reserve		300,000.00	0.00	0.00		
Unfunded Pension Liability Reserve		540,000.00	0.00	0.00		
Early Retirement Liability Reserve		150,000.00	0.00	0.00		
Project Stabilization Reserve		500,000.00	0.00	0.00		
Other Post Employment Benefits Reserve		22,000.00	0.00	0.00		

CAPITAL IMPROVEMENTS RESERVE:

Building Reserve		0.00	0.00	225,000.00		
Unassigned Fund Balances		5,470.64	(8,095,276.23)	1,391,712.85		

<u>BANK ACCOUNT BALANCES AS OF 6/30/15</u>		
TD Bank - NOW		4,319,675.70
TD Bank - Governmental Investment Account		9,898,228.34
TD Bank - Municipal Checking		1,551,032.91
TD Bank - Payroll		(42,136.91)
TD Bank - Septic Loans/Conferences		214,632.32
TD Bank - Escrow Accounts		270,015.65
TD Bank - Power Supply Reserve Fund		2,195,270.86
TD Bank - Court Rental		7,043.53
TD Bank - Mitigation Fund-Money Market		2,896,576.41
TD Bank - CLC:Energy Fund-Money Market		672,497.26
TD Bank - Registry of Deeds Cash		3,070,807.33
TD Bank - CLC:CVEC Guarantee-Letter of Credit		101,008.95
Cape Cod 5 Cents Savings Bank-Money Market		3,296,205.50
Investments		496,151.00
Petty Cash		75.00
<b>Total Treasury</b>		<b>28,947,083.85</b>

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ENCLOSED STATEMENT AND SUPPLEMENTAL SCHEDULES ARE TRUE ACCOUNTS OF ALL SUMS OF MONEY WHICH HAVE IN ANY WAY BEEN RECEIVED BY ME, OR TO MY USE, BY REASON OR ON ACCOUNT OF MY OFFICE, OR IN MY OFFICIAL CAPACITY, AND OF ALL PAYMENTS MADE FOR THE YEAR ENDING JUNE 30, 2015.

Robert C. Lawton, Jr.  
Interim County Treasurer/Finance Director

**County of Barnstable  
Tax Assessments  
Fiscal Year 2015**

<b>Town</b>	<b>County Tax</b>	<b>Cape Cod Commission Environmental Protection Tax</b>
Barnstable	517,076	554,375
Bourne	164,838	176,729
Brewster	136,456	146,299
Chatham	235,068	252,025
Dennis	242,345	259,827
Eastham	111,712	119,770
Falmouth	427,925	458,794
Harwich	185,944	199,357
Mashpee	180,485	193,505
Orleans	147,008	157,613
Provincetown	93,154	99,874
Sandwich	146,281	156,833
Truro	83,329	89,340
Wellfleet	90,970	97,533
Yarmouth	209,960	225,106
<b>Totals</b>	<b>2,972,551</b>	<b>3,186,980</b>

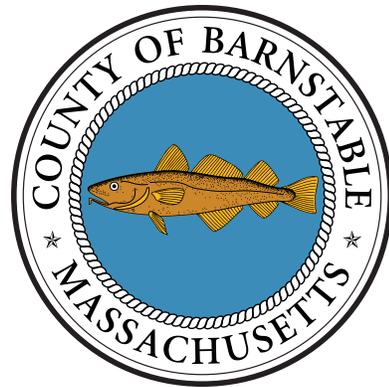
**Outstanding Debt  
2015-06-30**

Purpose of Loan	Issue Date	Maturity Date	Original Note/Bond	Rate %	Payable	2014-06-30 O/S Princ	New Debt Issued	FY15 Retirements	2015-06-30 O/S Princ	Princ Payable in FY16
T5-05-1685 Community Septic Mgt Program Bond	03/18/09	07/15/27	2,850,000	0.00%	Annually	2,100,000		150,000	1,950,000	150,000
T5-05-1685-A Community Septic Mgt Program Bond	11/22/10	07/15/29	2,550,000	0.00%	Annually	2,147,367		134,211	2,013,156	134,211
T5-05-1685-B Community Septic Mgt Program Bond	11/22/10	07/15/30	3,600,000	0.00%	Annually	3,060,000		180,000	2,880,000	180,000
T5-05-1685-C Community Septic Mgt Program Bond	07/08/10	07/15/30	3,000,000	0.00%	Annually	2,550,000		150,000	2,400,000	150,000
T5-05-1685-D Community Septic Mgt Program Bond	05/22/13	01/15/33	4,000,000	0.00%	Annually	3,800,000		200,000	3,600,000	200,000
T5-05-1685-E Community Septic Mgt Program Bond	05/22/13	01/15/33	3,000,000	0.00%	Annually	2,850,000		150,000	2,700,000	150,000
T5-05-1685-F Community Septic Mgt Program Bond	05/22/13	01/15/33	5,000,000	0.00%	Annually	4,750,000		250,000	4,500,000	250,000
T5-05-1685-G Interim Loan Note from MWPAT	08/15/12	01/15/35	5,000,000	0.00%	Annually	4,800,000	200,000		5,000,000	0
Bond Anticipation Note (FY14 & FY15 Debt)	06/30/15	06/30/16	2,289,100	0.50%	06/30/16					
			<u>31,289,100</u>			<u>26,057,367</u>	<u>200,000</u>	<u>1,214,211</u>	<u>25,043,156</u>	<u>1,214,211</u>





# **Report of the Barnstable County Commissioners**



## BARNSTABLE COUNTY COMMISSIONERS

Superior Courthouse  
P.O. Box 427  
3195 Main Street  
Barnstable, MA 02630

Phone: (508) 375-6648  
Fax: (508) 362-4136

[www.barnstablecounty.org](http://www.barnstablecounty.org)

**Sheila R. Lyons, Chair**  
Barnstable County Commissioner  
(508) 375-6648  
[slyons@barnstablecounty.org](mailto:slyons@barnstablecounty.org)

**Mary Pat Flynn, Vice-chair**  
Barnstable County Commissioner  
(508) 375-6648  
[mflynn@barnstablecounty.org](mailto:mflynn@barnstablecounty.org)

**Leo Cakounes**  
Barnstable County Commissioner  
(508) 375-6648  
[lcakounes@barnstablecounty.org](mailto:lcakounes@barnstablecounty.org)

**Michael Brillhart**  
County Administrator  
(508) 375-6771  
[mbrillhart@barnstablecounty.org](mailto:mbrillhart@barnstablecounty.org)

**Alisa Lucas-McLaughlin**  
Administrative Assistant  
(508) 375-6648  
[alisa.lucasmclaughlin@barnstablecounty.org](mailto:alisa.lucasmclaughlin@barnstablecounty.org)

**Justyna Marczak**  
Human Resources Coordinator  
(508) 375-6646  
[jmarczak@barnstablecounty.org](mailto:jmarczak@barnstablecounty.org)



## 2015 BARNSTABLE COUNTY COMMISSIONERS

SHEILA R. LYONS, Chair  
MARY PAT FLYNN, Vice Chair  
LEO CAKOUNES, Member

### County Commissioners of Barnstable County

The County Commissioners are the Executive Body for Barnstable County. "The executive powers of the County shall be vested solely in the Board of County Commissioners and may be exercised either directly by such board, or through the several County agencies under its direction and supervision." County Charter Sec. 3-2.

There are three County Commissioners. They are elected at large on a partisan basis for four-year staggered terms.

#### Responsibilities include:

- Director of County agencies
- Preparation of budgets for submittal to the Assembly of Delegates
- Care of County property
- Supervision of revenue collection and fund disbursement
- Reporting on financial and administrative condition of County
- Proposal of measures for Assembly action
- Power to veto ordinances
- Appointment and removal of County Administrator and all County employees.

## REPORT OF THE COUNTY COMMISSIONERS OF BARNSTABLE COUNTY

For the Period July 1, 2014 and ending June 30, 2015.

The County Commissioners of Barnstable County submit the following report upon the affairs of the County in accordance with Section 26 of Chapter 35 of the General Laws. The Commissioners met by adjournment on Wednesdays and on such other days as were necessary.

All taxes due from the fifteen (15) towns within the County are paid to date.

On July 16, 1988, the Governor executed the Barnstable County Home Rule Charter. It was then accepted by the voters of Barnstable County at the November 8, 1988, State Election.

In the November 7, 2000 election, voters overwhelming passed a ballot question that asked "Shall the revisions to the Barnstable County Charter proposed by the Assembly of Delegates establishing a Cape Cod Regional Government be adopted?" With its passage:

Barnstable County Government became the Cape Cod Regional Government, known as Barnstable County. No changes were made to the existing revenue stream for Barnstable County and no new taxes created. Existing services and the ability to deliver regional services to towns will be maintained.

The County Budget process is now detailed in the Charter under Article 5 - Fiscal Procedures. The vote of each municipality is pro portionate to the percentage of its population is to the total population of the County based on the most recent federal census, or decennial census estimate. The County Tax is based on the towns' equalized valuation as determined by the State Legislature and Department of Revenue.

For Fiscal Year 2015 revenue, the County did not increase the County Tax by 2 ½ percent as permitted under Massachusetts General Laws. The approved Budget Ordinance 14-02 for Fiscal Year 2015 allowed for expenditures of \$28,397,442. Pursuant to Article 3-Executive Branch; Section 3-3(e) (Powers and Duties), the Commissioners file, at least on a semi-annual basis, a report with the Assembly of Delegates informing them of the financial and administrative condition of the County. Also, the Commissioners update the Assembly of Delegates on County issues at their regularly scheduled meetings.

### TAX ABATEMENTS

The following petitions were entered and/or completed during this 12-month period:

7747

Linda Edson

Entered: May 8, 2015

All papers in this case were transferred to the Appellate Tax Board in Boston at the request of the Board of Assessors, Town of Barnstable.

**PENDING LITIGATION FOR BARNSTABLE COUNTY**

The Fieldstone Estates at Hunter Hill Resident Association, Inc. v. Erich E. Von and Federal National Mortgage Association and County of Barnstable.

Barnstable District Court C.A. No. 1525 CV 00264

**SALARIES OF ELECTED COUNTY OFFICERS**

County Commissioners	\$14,178.60/each
Register of Deeds	\$124,026.35/FY
Assembly of Delegates	\$1,000.00/each/year

**COUNTY PROPERTY**

Superior Court House
Deeds & Probate Building
Jail & House of Corrections
Water Quality Testing Lab
Police Services Center
Resource Development Offices
Other Structures/Flag Pole
County Complex land 17.88 acres; old Rte. 132 land 5.03 acres
Farm Superintendent's Residence
Farm Buildings
Farm Land 99.89 acres
Former County Hospital (Pocasset), AmeriCorps & Other Related Buildings
County Hospital & AmeriCorps Land 70.34 acres
Fire Administration Building
First District Court House

2nd District Court House
Helms House / Humans Service Function
Cape Cod Commission Offices (contents only)
Land: Flint Rock Rd land with adjacent property and Fire Academy land 11.06

**CONTRACTS EXECUTED AND OTHER ACTIONS TAKEN AS A RESULT OF AN INVITATION FOR BID OR REQUEST FOR PROPOSAL (RFP) DURING FISCAL YEAR 2015**

**COUNTY OF BARNSTABLE**

Bid# 7714 Request for Proposals issued for consulting services to develop a public education Web-based tool for the Cape Cod Commission to assist with land use planning on Cape Cod. Bid was awarded to Fregonese Associates as the responsive, responsible bidder offering the most advantageous proposal.

Bid #7715 Request for Proposals issued for a qualified consultant to undertake the development of the Barnstable County HOME Consortium's 5 year consolidated plan and one year action plan. Bid was awarded to OKM Associates as the sole bidder whose proposal was rated as highly advantageous.

Bid #7716 Invitation for Bids issued for the supply and delivery of a used, diesel powered, 14" cutter suction hydraulic dredge in very good condition. Bid was rejected as one bid did not comply with the specifications, while the other was rejected due to concerns about cost of equipment and repairs.

Bid #7717 Request for Proposals issued for a qualified contractor to assist the Department of Human Services in Homelessness Continuum of Care Planning Activities in Barnstable County. Bid was awarded to Paula Schnepf as the bidder offering the most advantageous proposal.

Bid #7718 Invitation for Bids issued on behalf of the Towns of Barnstable County, MA for a licensed, qualified firm to conduct household hazardous waste collections throughout the County during calendar year 2015 with 2 one-year options to renew. Bid was

awarded to Stericycle Environmental Services as the responsive, responsible bidder offering the lowest prices.

Bid #7719 Invitation for Bids issued for the supply, delivery and installation of heavy duty stationary compactors, compaction containers and open top roll off containers to the Towns of Brewster, Bourne, Eastham, Yarmouth and Wellfleet for use for municipal recycling materials. Bid was awarded to B&C Engineering, Custom Container Solutions, and United Services GP as the responsive, responsible bidders offering the lowest prices.

Bid #7720 Request for Proposals issued through its Chief Procurement Officer and on behalf of the Cape Cod Water Protection Collaborative for a qualified firm and/or individual to provide financial management assistance related to wastewater management, nutrient management and related environmental assessments to towns within Barnstable County. Bid was awarded to Robert Ciolek the sole bidder offering the most advantageous proposal.

Bid #7721 Invitation for Bids issued for MA Certified Suppliers of oyster (*Crassostrea virginica*) singles seed, less than 3mm, to provide a bulk shipment of said seed to the Towns of the County for the Summer of 2015. Bid was awarded to Aquacultural Research Corporation as the sole bidder meeting all qualifications in bid documents.

Bid #7722 Invitation for Bids issued for MA Certified Suppliers of hard clam/quahog (*Mercenaria mercenaria*) seed, to provide a bulk shipment of said seed to the Towns of the County for the Summer of 2015. Bid was awarded to Aquacultural Research Corporation as the sole bidder meeting all the requirements of the bid documents.

Bid #7723 Invitation for Bids issued for MA Certified hatcheries to conduct a regional oyster remote set program for the participating towns of the County. Bid awarded to Aquacultural Research Corporation as the sole bidder fulfilling the requirements of the bid.

Bid #7724 Invitation for Bids issued for MA Certified Suppliers of oyster (*Crassostrea virginica*)

singles seed - not less than 12 mm, to provide a bulk shipment of said seed to the Towns of the County for the Summer of 2015. Bid was awarded to Aquacultural Research Inc. as the sole bidder fulfilling all of the requirements of the bid documents.

Bid #7725 Invitation for Bids issued for the supply, delivery and installation of heavy duty stationary compactors, compaction containers and open top roll off containers to the Towns of Brewster, Chatham and Eastham, for use for municipal recycling materials. Bid was awarded to Wastequip, Maguire, and Custom Container Solutions as the responsive, responsible bidders offering the lowest prices.

Bid #7726 Invitation for Bids issued for Golf Course Materials and Services for the Municipal Golf Courses and other Political Subdivisions in Barnstable County for the period of March 1, 2015 through February 28, 2016. Bid was awarded to Harrell's LLC, Winfield Solutions LLC, Atlantic Golf & Turf, Valley Green, Inc., Crop Production Services, John Deere Landscapes, Helena Chemical Company, and Charles Hart Seed Co. as the responsive, responsible bidders offering the lowest prices.

Bid #7727 Invitation for Bids issued on behalf of the Towns of Barnstable, Harwich, Wellfleet, Barnstable County and Sandwich Schools for qualified vendors for a contract for elevator maintenance and repair. Bid was awarded to BBE Corporation as the responsive, responsible bidder offering the lowest prices.

Bid #7728 Invitation for Bids issued on behalf of the Towns of Barnstable, Bourne, Chatham, Dennis, Eastham, Falmouth, Harwich, Orleans, Sandwich, Wellfleet and Yarmouth for Crackfilling Items for the period of April 1, 2015 through March 31, 2016. Bid was awarded to Cracksealing, Inc. and Sealcoating, Inc. as the responsive, responsible bidders offering the lowest prices.

Bid #7729 Invitation for Bids issued on behalf of the Towns of Barnstable, Bourne, Chatham, Harwich, Orleans, Sandwich and Yarmouth for Road Reconstruction Items for the period of April 1, 2015 through March 31, 2016. Bid was awarded to Lawrence Lynch, MCE Dirtworks, and PJ Keating as the responsive, responsible bidders offering the lowest prices.

Bid #7730 Invitation for Bids issued on behalf of the Towns of Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Falmouth, Harwich, Orleans, Sandwich, Wellfleet, Yarmouth and Nantucket for Roadway Materials for the period of April 1, 2015 through March 31, 2016, with the option to renew for one additional year. Bid was awarded to Robert Childs, Cape Cod Aggregates, PA Landers, Aggregate Industries, PJ Keating, and Lawrence Lynch as the responsive, responsible bidders offering the lowest prices.

Bid #7731 Invitation for Bids issued on behalf of the Towns of Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Falmouth, Harwich, Orleans, Sandwich, Wellfleet, Yarmouth and Nantucket for Misc. Public Works for the period of April 1, 2015 through March 31, 2016, with the option to renew for one additional year. Bid was awarded to Bartlett Consolidated, LLC., DeLucca Fence Company, RJ Gabriel Construction Co., Hi-Way Safety Systems, Inc., Lawrence Lynch Corp., Markings, Inc., Premier Fence, Rafferty Fine Grading, and Truax Corporation as the responsive, responsible bidders offering the lowest prices.

Bid #7732 Invitation for Bids issued for the Towns of Brewster, Eastham, Provincetown, Wellfleet and Truro from qualified companies to provide the leasing and maintenance of portable toilets for use at special events, in beach or park areas, and/or other applications where temporary and/or permanent portable units may be required. Bid was awarded to Our Outhouses, MA Frazier, and Bouse House as the responsive, responsible bidders offering the lowest prices.

Bid #7733 Request for Proposals issued for a qualified contractor to assist the Department of Human Services in coordinating the "MA Opioid Abuse Prevention Collaborative" in Barnstable County. Bid closed, as no bids were received.

Bid #7734 Invitation for Bids issued for the supply and delivery of gasoline and diesel fuel to Barnstable County and other political subdivisions for the period of July 1, 2015 through June 30, 2016. Bid was awarded to Noonan Brothers, Inc. and Peterson's Oil Service as the responsive, responsible bidders



*Commissioners Welcome New AmeriCorps Members offering the lowest prices.*

Bid #7735 Request for Proposals issued for experienced personnel recruitment firms to assist with the identification and recruitment of potential candidates for County Administrator. Two bids were rejected as the scope of services needed to be revised.

Bid #7736 Invitation for Bids issued for the supply and delivery of janitorial supplies for the towns, schools and governmental departments within Barnstable and Dukes' Counties for the period of July 1, 2015 through June 30, 2016. Bid was awarded to Arrow Paper, ERC Wiping Products, Casey EMI, Central Poly, and WB Mason as the responsive, responsible bidders offering the lowest prices.

Bid #7737 Invitation for Bids issued for a qualified contractor to assist the Department of Human Services in coordinating the "MA Opioid Abuse Prevention Collaborative" in Barnstable County. Bid was awarded to Jessica McHugh as the responsive, responsible bidder offering the most advantageous proposal.

Bid #7738 Invitation for Bids issued for qualified vendors for the bulk delivery of copy paper to schools in Barnstable and Nantucket Counties. Bid was awarded to WB Mason as the responsive, responsible bidder offering the lowest price.

Bid #7739 Invitation for Bids issued on behalf of the water districts in Barnstable County for the supply and delivery of Caustic-Potash (potassium

Hydroxide - KOH), Hydrated Lime, Citric Acid, Sodium Hypochlorite, Methanol Solution and Sodium Hypochlorite for the period of July 1, 2015 through June 30, 2016. Bid was awarded to Borden & Remington, Univar USA, George S. Coyne Chemical Co. Inc., and NBC Distributors as the responsive, responsible bidders offering the lowest prices.

Bid #7740 Invitation for Bids issued for the supply and delivery of toner cartridges to the County of Barnstable and other political subdivisions, including locations on Martha's Vineyard for the period of July 1, 2015 through June 30, 2016. Bid was awarded to WB Mason Co., KenMark Office Systems, and The Tree House, Inc. as the responsive, responsible bidders offering the lowest prices.

Bid #7741 Invitation for Bids issued for the supply and delivery of beach accessibility mats for use on recreational beaches. Bid was awarded to Access Rec as the responsive, responsible bidder offering the lowest prices.

Bid #7742 Invitation for Bids issued for food and beverage vending machine services and maintenance for the Barnstable County Complex, the Barnstable County Second District Courthouse in Orleans, MA, the Fire Training Academy and the Rest Area on Route 6A (East) in Barnstable, MA. Bid was awarded to Accord Vending, Inc. as the responsive, responsible bidder.

Bid #7743 Request for Proposals issued through its Chief Procurement Officer and on behalf of the Cape Cod Commission, is seeking a qualified consultant to conduct a hotel feasibility study for the Upper Cape towns. Bid was awarded to Pinnacle Advisory Group as the responsive, responsible bidder offering the most advantageous proposal.

Bid #7744 Invitation for Bids issued for the Supply and Delivery of Fuel Oil to Barnstable County and other Political Subdivisions for the period of July 1, 2015 through June 30, 2016. Bid was awarded to Peterson Oil as the responsive, responsible bidder offering the lowest prices.

Bid #7745 Invitation for Bids issued on behalf of the Town of Eastham, the Town of Truro, Town of

Sandwich, Barnstable County and Sandwich Public Schools for on call tradespersons for maintenance and repair in the following trades: Plumbing and Electrical work for the period of July 1, 2105 through June 30, 2016 with the option to renew for one additional year. Bid was awarded to B&B Electric and Robert W. Irvine & Sons, Inc. as the responsive, responsible bidders offering the lowest prices.

Bid #7746 Request for Proposals issued on behalf of the Cape Cod Commission requests proposals for services for an upgrade/integration of the Cape Cod Commission's websites. Eight bids were rejected as they did not fit the needs of the Commission and the specifications will be revised.

Bid #7748 Request for Proposals issued through the Chief Procurement Officer and on behalf of the Department of Human Services, seeks a qualified contractor to assist the Department in coordinating the "Massachusetts Abuse Prevention Collaborative" (SAPC) in Barnstable County. No proposals received, Request for Proposal closed.

## COUNTY OFFICERS

July 1, 2014 – June 30, 2015

## COUNTY COMMISSIONERS

Sheila R. Lyons, Chair  
Wellfleet

Mary Pat Flynn, Vice-Chair Falmouth  
Leo Cakounes, Commissioner Harwich

## COUNTY ADMINISTRATORS

Michael Brillhart, County Administrator

## ASSEMBLY OF DELEGATES

Ronald Bergstrom, Speaker Chatham

Deborah McCutcheon,  
Deputy Speaker

Truro  
Bourne

Linda Zuern  
Patrick Princi  
Barnstable

Edward Lewis  
John Ohman

Brewster  
Dennis

Teresa Martin

Eastham

Julia C. Taylor

Falmouth

Edward McManus

Harwich

Marcia King  
Christopher W. Kanaga  
Brian O'Malley  
James J. Killion  
Ned Hitchcock  
E. Suzanne McAuliffe

Mashpee  
Orleans  
Provincetown  
Sandwich  
Wellfleet  
Yarmouth

**GENERAL COUNSEL**

Robert Troy, Esq.

**COUNTY CLERK**

Janice O'Connell, County Clerk

**DIRECTOR OF FACILITIES**

Stephen C. Tebo, Director of Facilities

**FINANCE DIRECTORS/COUNTY TREASURERS**

E. Mark Zielinski, Treasurer/Director of Finance  
Bob Lawton, Interim Director of Finance  
Patricia D. Rogers, Assistant Treasurer  
Joanne P. Nelson, County Accountant

**DEPARTMENT OF HEALTH & ENVIRONMENT**

George R. Heufelder, Director of Health and Environment

**REGISTER OF DEEDS**

John F. Meade, Register  
David B. Murphy, Assistant Register of Deeds

**DEPARTMENT OF HUMAN SERVICES**

Elizabeth Albert, Director of Human Services

**CAPE COD COMMISSION**

John D. Harris, Minority Representative & Chair  
Paul Niedzwiecki, Executive Director

**COOPERATIVE EXTENSION SERVICE**

William F. Clark, Director of Cooperative Extension

**REGIONAL RESOURCE DEVELOPMENT PROGRAM**

Darlene R. Johnson-Morris, Resource Development Director

**DREDGE PROGRAM**

Wayne F. Jaedtke, Dredge Superintendent

**INFORMATION TECHNOLOGY DEPARTMENT**

William Traverse, Director of I.T.

**CAPE COD & THE ISLANDS CHILD ADVOCACY CENTER**

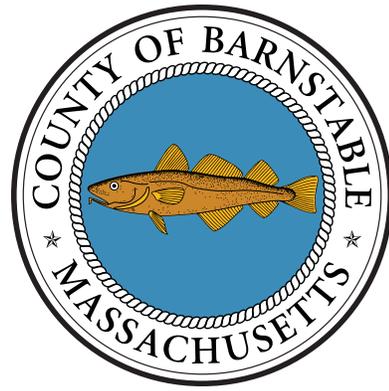
Stacy Gallagher, Director of Children's Cove







# Cape Cod Commission



## Cape Cod Commission

3225 Main Street  
P.O. Box 226  
Barnstable, MA 02630

Phone: (508) 362-3828  
Fax: (508) 362-3136  
frontdesk@capecodcommission.org

www.capecodcommission.org  
www.statscapecod.org

### **Executive Director:**

**Paul Niedzwiecki**  
(508) 744-1203  
pniedzwiecki@capecodcommission.org

### **Deputy Directors:**

**Patty Daley**  
(508) 744-1212  
pdaley@capecodcommission.org

**Kristy Senatori**  
(508) 744-1216  
ksenatori@capecodcommission.org

### **Administration:**

**Administrative Assistant**  
**Lisa Dillon**  
(508) 744-1209  
ldillon@capecodcommission.org

**Administrative Assistant**  
**Taree McIntyre**  
(508) 744-1208  
tmcintyre@capecodcommission.org

**Commission Clerk**  
**Gail Hanley**  
(508) 744-1204  
ghanley@capecodcommission.org

**Commission Counsel**  
**Jessica Wielgus**  
(508) 744-1207  
jwielgus@capecodcommiss

### **Fiscal Manager**

**Gail Coyne**  
(508) 744-1202  
gcoyne@capecodcommission.org

### **Fiscal Officer**

**Maria McCauley**  
(508) 744-1230  
mmccauley@capecodcommission.org

### **Special Projects Coordinator**

**Erin Perry**  
(508) 744-1236  
eperry@capecodcommission.org

### **Communications:**

**Communications Coordinator**  
**David Still II**  
(508) 744-1261  
dstill@capecodcommission.org

### **Community Relations Specialist**

**Anne McGuire**  
(508) 744-1227  
amcguire@capecodcommission.org

### **Special Projects Coordinator**

**Jennifer Clinton**  
(508) 744-1271  
jclinton@capecodcommission.org

### **Special Projects Coordinator**

**Danielle Donahue**  
(508) 744-1249  
danielle.donahue@capecodcommission.org

**Planning & Community Development  
Department:**

**Chief Planner**

**Sharon Rooney**

(508) 744-1218

srooney@capecodcommission.org

**Community Design Manager**

**Phil Dascombe**

(508) 744-1211

pdascombe@capecodcommission.org

**Housing Specialist**

**Paul Ruchinkas** (Through October 2014)

**Planner II**

**Caroline (Cally) Harper**

(508) 744-1221

caroline.harper@capecodcommission.org

**Natural Resources Specialist**

**Heather McElroy**

(508) 744-1217

hmcElroy@capecodcommission.org

**Planner II**

**Martha Hevenor**

(508) 744-1213

mhevenor@capecodcommission.org

**Planner II**

**Garry Meus**

(508) 744-1219

garry.meus@capecodcommission.org

**Planner II (Historic Preservation Specialist)**

**Sarah Korjeff**

(508) 744-1215

skorjeff@capecodcommission.org

**HOME Program Coordinator**

**Michelle Springer**

**Regulatory Department:**

**Chief Regulatory Officer**

**Jonathon Idman**

(508) 744-1260

jidman@capecodcommission.org

**Regulatory Officer II**

**Elizabeth (Beth) Perry**

(508) 744-1247

elizabeth.perry@capecodcommission.org

**Regulatory Officer II**

**Jeffrey Ribeiro**

(508) 744-1210

jeffrey.ribeiro@capecodcommission.org

**Strategic Information Office:**

**Applications Implementation Manager**

**David Sullivan**

(508) 744-1231

dsullivan@capecodcommission.org

**Chief Economic Development Officer**

**Leslie Richardson**

(508) 744-1223

lrichardson@capecodcommission.org

**Environmental Economist**

**Mahesh Ramachandran**

(508) 744-1220

mramachandran@capecodcommission.org

**Geospatial Architect**

**Phil (Jay) Detjens**

(508) 744-1238

pdetjens@capecodcommission.org

**GIS Analyst**

**Shawn Goulet**

(508) 744-1242

sgoulet@capecodcommission.org

**GIS Analyst**

**Chase Gruber**

(508) 744-1235

chase.gruber@capecodcommission.org

**GIS Analyst**

**Gary Prahm**

(508) 744-1241

gprahm@capecodcommission.org

**GIS Analyst**

**Brett Whiteley** (Through May 2015)

**GIS Director**  
**Anne Reynolds**  
 (508) 744-1240  
 areynolds@capecodcommission.org

**Technical Services Planner**  
**Steven Tupper**  
 (508) 744-1232  
 stupper@capecodcommission.org

**Technical Services Department:**

**Technical Services Director**  
**Glenn Cannon**  
 (508) 744-1226  
 gcannon@capecodcommission.org

**Water Resources Department:**

**Watershed Management Director**  
**Tom Cambareri**  
 (508) 744-1234  
 tcambareri@capecodcommission.org

**Senior Transportation Engineer**  
**Lev Malakhoff**  
 (508) 744-1229  
 lmalakhoff@capecodcommission.org

**Hydrologist**  
**Monica Mejia** (From December 2014)  
 (508) 744-1214  
 monica.mejia@capecodcommission.org

**Technical Services Planner**  
**Patrick Tierney**  
 (508) 744-1228  
 ptierney@capecodcommission.org

**Hydrologist**  
**Scott Michaud**  
 (508) 744-1237  
 smichaud@capecodcommission.org

**Hydrologist**  
**James Sherrard** (Through September 2104)

**About the Cape Cod Commission**

In March 2015, the Cape Cod Commission celebrated the 25<sup>th</sup> anniversary of the county-wide vote that created it as the regional land use planning, economic development, and regulatory agency for Barnstable County, Massachusetts. The Commission works toward maintaining a healthy balance between economic progress and environmental vitality. “Keeping a special place special” describes the agency’s mission to protect the region’s unique qualities.

The 19-member appointed Cape Cod Commission board represents a wide spectrum of the region and provides oversight for a staff of 40 professionals.

This report represents broad areas of the Commission’s work and responsibilities, highlighting several specific projects and initiatives.

**Fiscal Year 2015 Appointed Representatives**

*Officers:*

**Chair:** Richard Roy (Dennis)  
**Vice Chair:** Andrew Putnam (Falmouth) through March 2015, then  
 Jack McCormack Jr. (Yarmouth) from April 2015.  
**Secretary:** Harold “Woody” Mitchell (Sandwich)

## Members

Barnstable:	Royden Richardson	Provincetown:	Austin Knight through February 2015, then Mark Weinress from May 2015
Bourne:	Michael Blanton through May 2015, then Richard Conron from June 2015.	Sandwich:	Harold “Woody” Mitchell
Brewster:	Elizabeth Taylor	Truro:	Kevin Grunwald
Chatham:	Michael J. Skelley	Wellfleet:	Roger Putnam
Dennis:	Richard Roy	Yarmouth:	Jack McCormack Jr.
Eastham:	Joy Brookshire	County Commissioner:	Mary Pat Flynn
Falmouth:	Andrew Putnam through March 2015, then Charles McCaffery from May 2015.	Minority Representative:	John D. Harris
Harwich:	Jacqueline Etsten	Native American Representative:	Vacant, then Danielle Hill from October 2014
Mashpee:	Ernest Virgilio	Governor’s Appointee:	Vacant
Orleans:	Leonard Short		

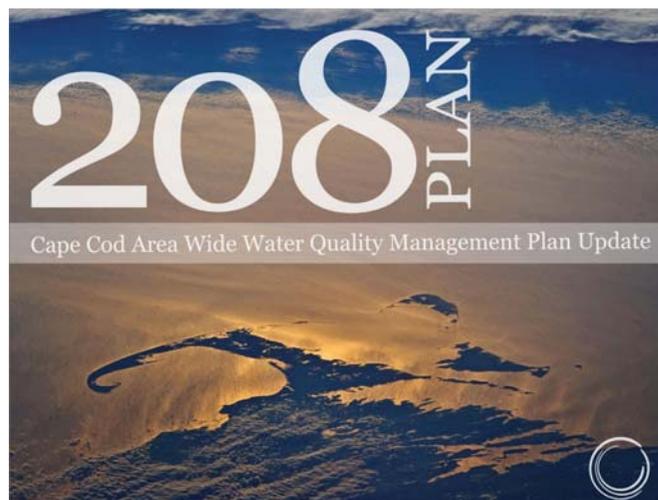
## Section 208 Areawide Water Quality Management Plan Update

The initial draft of the 208 Plan Update was submitted to The Massachusetts Department of Environmental Protection (MassDEP) in June 2014. The plan was released for public comment in August 2014 with a presentation and overview at Cape Cod Community College. This was followed by public hearings in all subregions of the Cape over the next two months.

The plan and its implications for the Cape’s 15 towns was the focus of the OneCape Summit, sponsored by the Cape Cod Water Protection Collaborative and supported by Commission staff. Held February 25 and 26 at the Hyannis Resort and Conference Center, the Summit brought more than half of the Cape’s local elected leaders together

with representatives from U.S. EPA, MassDEP, the Conservation Law Foundation and the Commission. It was the first time towns were able to ask questions and get answers from regulators and others directly involved in developing the framework for addressing Cape Cod’s coastal nitrogen issues.

The final draft was submitted to MassDEP in March 2015, except for the designation of Waste Management Treatment Agencies, or WMAs. These are the entities responsible for carrying out the plan’s recommendations.



The designation of WMAs, as required by Section 208 of the federal Clean Water Act, was the focus of another set of workshops conducted by the Commission through the spring of 2015.

With submission of the final plan to the



Massachusetts DEP in June 2015, the Commission recommended that each of the 15 towns be designated as WMAs for the watersheds they control and/or share. The final plan also set the share of responsibility based on nitrogen contributions on a sub-embayment level.

In support of the 208 Plan Update, the Cape Cod Commission Act was successfully modified in August 2014 to allow for streamlined permitting.

The stakeholder process used in the development of 208 Plan Update was recommended for us in local plans and has been put into action by the Town of Orleans in FY2015.

The Commission looked forward to approval of the 208 Plan Update was by U.S. EPA in the fall of 2015, leading to the implementation phase of the plan.

The Commission also developed innovative, first-of-their-kind decision-support tools as part of the plan. WatershedMVP (multi-variant planner), the Scenario Assessment Model (SAM), a financial model and others will make local discussions and decisions easier by processing complex data sets into usable options. These and other tools are available at [www.capecodcommission.org/blackbox](http://www.capecodcommission.org/blackbox).

More information on the 208 Plan Update is located at [www.capecodcommission.org/208](http://www.capecodcommission.org/208)

## Regional Policy Plan Update

The required five-year update to the Regional Policy Plan (RPP) started with three regional meetings in December 2014 focusing on the history of Cape Cod, its people, economy, infrastructure and other factors that led the Cape to where it is today.

The last update in 2009 represented the first substantial reorganization of the RPP since it was first drafted, separating the regulatory and planning sections. Those changes and others were based on recommendations of the 21st Century Task Force, a broad-based panel appointed to perform an outside review of the Commission.

For the 2015 update, the Commission will build on those earlier reforms. Among the goals for this RPP update are to:

- ease the local comprehensive planning process and increase consistency with regional goals
- simplify the regulatory process
- create a framework for regional capital planning

A series of on-line planning tools were developed to support the RPP Update process and local decision making, such as the Chronology Viewer, Community Characteristics Viewer and Envision Tomorrow. These and other tools are available at [www.capecodcommission.org/blackbox](http://www.capecodcommission.org/blackbox)

## Strategic Information Office

The Commission's Strategic Information Office (SIO) continued its technical support and development of an electronic permits, licenses and inspection solution for Cape towns, known as ePermitting. The system is live in the towns of Yarmouth, Chatham, Provincetown, and Harwich. Sandwich, Falmouth, and Orleans may move forward with e-Permitting implementation in the coming 12 months.

The Commission contracted for planimetrics data

to be developed from imagery from the April 2014 Cape-wide aerial flyover. Planimetrics is the conversion of imagery into a flat digital map of elements such as roads, fire hydrants, utility poles, curb cuts and other such features essential for capital facilities and infrastructure design and general planning. The Cape-wide contract for this work has an estimated savings of between \$370,000 and \$620,000, as opposed to individual town contracts.

The Commission also continues to support the Regional Wide Area Network (RWAN), utilizing the OpenCape broadband accessible throughout the Cape. The Commission has connected 13 of the 15 Cape towns together with 1 Gbps shared Internet access, and access to regional hosted services developed by the SIO and its Governance Committee.

### **Planning/Community Design**

With expertise in land use planning, zoning, natural resources, historic preservation, affordable housing, and other areas, the planning staff works to improve the function and character of communities while managing growth and protecting the Cape's sensitive environment. The Planning department plays a major role in the five-year updates to the Regional Policy Plan (RPP), Local Comprehensive Plan assistance, establishing Districts of Critical Planning Concern and Growth Incentive Zones, regional and corridor-wide transportation/planning studies, and resource protection efforts including the Cape Cod Ocean Management Plan, 208 Plan update, and hazard mitigation planning. Planning staff works collaboratively with Community Design and Economic Development staff on Regional Economic Strategy Executive Team (RESET), projects described below.

Through the Commission's historic preservation specialist, 48 historic properties and districts were protected through inventory and state register listing. The Commission provided technical assistance and support to five towns to update their Multi-Hazard Mitigation plans – Barnstable, Chatham, Dennis, Provincetown, Truro – and six other towns are updating their existing plans. The

Commission assisted the town of Provincetown on a coastal resiliency green infrastructure (GI) project partially funded by the Massachusetts Coastal Zone Management office, and assisted the town of Barnstable on two GI stormwater retrofit projects. Planning staff assisted transportation staff by providing land use planning associated with corridor studies in the town of Barnstable and a commuter rail study in downtown Buzzards Bay. Planning staff has led an 18-month effort with the National Park Service to complete bicycle master plan for the Outer Cape communities.

### **CEDS/Economic Development**

Barnstable County received federal designation as an Economic Development District in late 2013, resulting in a \$60,000 in Economic Development Administration grant. The Commission's administration of the Comprehensive Economic Development Strategy, or CEDS, was key in receiving the designation.

The Commission maintains 20 balanced economy benchmarks, eight up-to-date town-level data tables and 11 maps by county for each town, which are available on [STATSCapeCod.org](http://STATSCapeCod.org). Adding to this economic analysis is BART (Barnstable Area Regional Trends), a quarterly on-line publication that identifies and examines important economic trends in the region, available at [www.capecodcommission.org/bart](http://www.capecodcommission.org/bart).

### ***RESET Projects***

Among the services the Cape Cod Commission provides to towns is technical assistance through RESET (Regional Economic Strategy Executive Team) projects.

Staff members from multiple departments collaborate with town leaders on planning projects to promote economic development on Cape Cod. It is part of the implementation strategy for the Cape Cod Comprehensive Economic Development Strategy, or CEDS, which is administered by the Commission.



plan for Davis Straits and Worcester Court area of the community, focusing on the stretch between Jones Rd and Scranton Ave. The Commission will also develop plans for a Greenway Corridor that links Little Pond to the new created Teaticket Park. This project builds off previous work completed by the Commission on the Spring Bars Road Feasibility Assessment and will involve coordination of efforts with transportation improvements in the vicinity.

**ORLEANS, RTE 6:** The Commission has been examining ways that the town can meet the vision established in the Local Comprehensive Plan for the Route 6A corridor between the Brewster and Eastham town lines. The project has involved analysis of the existing zoning, parking, and infrastructure; survey of local business and property owners to better understand issues and opportunities; review of bicycle, pedestrian and automobile circulation, and the development of a range of recommendations for land use, circulation and zoning changes, streetscape improvements and funding sources for implementation.

**BARNSTABLE, RTE 132:** Supported by a state District Local Technical Assistance (DLTA) grant, the Commission is working with the Town of Barnstable to stimulate the redevelopment of the four major retail centers along Iyannough Road ( Route 132) to increase economic opportunity and the Town's non-residential tax base. The project focuses on the four commercial areas on Route 132 (the Cape Cod Mall, the Capetown Plaza, the Festival Plaza, and the Southwind Plaza). The project includes identifying public and private impediments to redevelopment, evaluating alternatives development scenarios, creation of concept plans, and the development of zoning proposals to implement.

**FALMOUTH, DAVIS STRAITS:** The Commission will be providing technical assistance to the Town of Falmouth by creating a redevelopment

**FALMOUTH, OLYMPIC VILLAGE:** The Commission is working with the Town of Falmouth to facilitate discussions within the community concerning the future use of a 31-acre piece of property on Route 151 in North Falmouth. The Commission has conducted public workshops to explore the vision and alternatives for the site, conducted an opinion poll to gather preferences, and provided visualizations of possible development to stakeholders, and will conclude with estimates of the





feasibility of scenarios under consideration.

**MASHPEE:** Also supported by a DLTA grant, Commission is working with the Town of Mashpee on several economic development related initiatives in the town. These include an evaluation of the suitability of Mashpee Executive Park located near Route 28 for a Commission designated Chapter H designation; an assessment of the feasibility of hotel uses in the Upper Cape including an inventory of existing hotel/motel stock; and a review of the development options for the non-residentially zoned districts within the town.

[www.capecodcommission.org/ceds](http://www.capecodcommission.org/ceds)

### *Smarter Cape Conference*

The 5th Annual SmarterCape focused on the housing challenges and opportunities facing Cape Cod from multiple perspectives, including results of a housing survey by the Cape Cod Young Professionals. Sessions included discussions about when increased housing density make sense, interactive planning tools, and examples of what other communities have done to create wage-sustainable housing in

their communities. Gov. Charlie Baker was keynote speaker at the Summit.

The Cape Cod Commission is among the founding members of the SmarterCape Partnership. Among the objectives of the partnership is to create a vibrant Cape Cod community “that supports the evolution of our economy from service-based to knowledge-based.”

### **Regulatory Program**

Through its Regulatory Program, the Cape Cod Commission reviews projects that present regional issues identified in the Act, including water quality, traffic flow, community character, affordable housing, open space, natural resources, and economic development as Developments of Regional Impact (DRIs).

In FY2015, the Commission took the following actions:

- approved 7 DRI-related decisions
- approved 12 DRI modifications

- issued 3 Development Agreement-related decisions
- issued 14 Certificates of Compliance
- provided 14 MEPA comments letters
- provided 3 Chapter 40B housing project comment letters
- approved 7 Implementing Regulations under the Cape-wide Fertilizer District of Critical Planning Concern

*Development Agreement*

South Sandwich Village, Sandwich, Extension of Filing Period, Approved by RegCom, 8/4/14

Cape Cod Healthcare/Wilkens Medical Center, Barnstable, Extension, Approved, 2/19/15

*DRI*

Eastham Water Supply System, Eastham, DRI, Approved, 2/5/15

Bourne Solar Project, Bourne, Limited DRI Decision, Approved, 10/16/14

Town of Dennis & Agricultural Research Corp, Dennis, DRI Exemption, Approved, 5/28/15

*Limited DRI Scoping Decision*

- Bourne Solar Project, Bourne, Approved, 9/4/14
- Springhill Suites by Marriot, Falmouth, Approved, 1/22/15
- Atkins Road Cluster Subdivision, Sandwich, Approved, 3/23/15

*Minor Modification Type 1*

- ICE Tower Echo Road, Mashpee, Approved, 7/8/14
- OmniPoint Tower Falmouth, Falmouth, Approved, 7/8/14

- Omnipoint Tower Falmouth (American Tower), Falmouth, Corrected Modification, Approved, 9/12/14
- Seacoast Tower Sandwich, Sandwich, Approved, 7/9/14
- Seacoast Tower Falmouth, Falmouth, Approved, 7/9/14
- Omnipoint Tower Falmouth (American Tower), Falmouth, Approved, 7/9/14
- MP Renaissance, Brewster, Approved, 7/10/14
- ICE/Sprint Barnstable, Barnstable, Approved, 7/17/14
- ICE Tower Sagamore Beach, Bourne, Approved, 8/11/14
- Hydroid, Inc., Bourne, Approved, 8/13/14
- Omnipoint Tower Falmouth (American Tower), Falmouth, Approved, 8/27/14
- MP Renaissance-Maplewood, Brewster, Approved, 6/4/15
- Barnstable Municipal Airport, Barnstable, Approved, 3/25/15

*Other*

- South Sandwich Village Sports & Convention Complex, Sandwich, NOI to File a Development Agreement, Approved, 5/28/15
- Bridges at Mashpee Rental Monitoring Services Agreement, Mashpee, Rental Monitoring Services Agreement, Approved, 3/11/15

*Cape-wide Fertilizer Management DCPC*

- Nitrogen Control Bylaw Implementing Regs, Mashpee, Approved, 11/13/14
- Phosphorus Provisions Implementing Regs, Orleans, Approved, 12/4/14
- BOH Fertilizer Control Implementing Regs, Chatham, Approved, 12/18/14
- BOH Fertilizer Control Implementing Regs, Eastham, Approved, 12/18/14
- BOH Fertilizer Control Implementing Regs, Provincetown, Approved, 12/18/14

- ConsCom Wetlands Nitrogen & Phos Im-pRegs, Eastham, Approved, 12/18/14
- Nitrogen & Phosphorus Implementing Regs, Barnstable, Approved, 12/18/14
- Fertilizer Control Implementing Regs, Brewster, Approved, 12/18/14

### **Affordable Housing/HOME Consortium**

The Commission administered the U. S. Department of Housing and Urban Development (HUD)-funded HOME Programs, which created 71 rental units in 2015, and provided direct technical assistance to the towns of Bourne, Brewster, Chatham, Wellfleet and Truro. The Commission also completed and submitted the federally-required Affordable Housing Consolidated Plan for 2016

FY2015 saw a number of transitions for the HOME Program, which has been administered by the Commission since 1993. With the retirement of Housing Specialist Paul Ruchinkas in October 2014, the program was reevaluated and the decision made to transfer the operation to Barnstable County's Department of Human Services. This was accomplished as part of the budget process for FY2015.

The Commission's housing specialist position was redefined and will see formal implementation in FY2016.

### **Water Resources**

Water Staff provides technical assistance to towns, citizens and the County on water resources projects including: water supply, wastewater and stormwater management, fresh water ponds and marine waters.

Project assistance included numerous technical assessments, Cape-wide well monitoring, planning, education and regulatory review on all aspects of Cape Cod's water resources. Water staff participates on a variety of local, regional and state committees and strives to develop strategies to implement cost-effective solutions to capitalize on common regional needs across the Cape.

In support of the Section 208 Plan Update, water resources staff provided technical assistance to five towns in development of wastewater management plans, facilitated meetings to establish technology monitoring protocols and worked with four Upper Cape towns on development of solutions for multi-town watersheds.

The Commission's watershed manager also serves as the Licensed Site Professional for Barnstable County and provided support to the Barnstable County Commissioners related to contamination related to past operations at the Barnstable Fire Training Academy.

The Commission has coordinated the PALS (Ponds and Lake Stewards) pond sampling program since its inception in 2001.

### **Transportation**

The Cape Cod Commission's transportation staff provides technical expertise in transportation and traffic-related matters for the Commission, its staff, and the 15 Cape Cod towns. The Cape Cod Commission Act charges the Commission with furthering and coordinating the provision of "adequate capital facilities," including transportation services, through the goals and standards specified in the Cape Cod Regional Policy Plan.

The Commission provides administrative and staff support for the Cape Cod Metropolitan Planning Organization (MPO), and the Cape Cod Joint Transportation Committee (CCJTC).

The CCJTC is the transportation planning advisory group, comprised of local representatives, that reviews, discusses, and votes on recommendations to the MPO, comprised of local, regional, state and federal representatives, which meets to review, direct, and vote on aspects and products of the transportation planning process.

The Cape Cod Unified Planning Work Program (UPWP) is developed annually by Cape Cod Commission transportation staff on behalf of the MPO, in accordance with the requirements

in MAP21 and federal planning regulations. The UPWP describes all significant transportation planning activities planned on Cape Cod over the twelve (12) month period, regardless of lead organization and funding source.

In FY2015, more than \$18.6 million in Federal and State infrastructure capital was secured for the region.

The TIP is a list of transportation system projects to be implemented with federal and state funds available for Cape Cod. Projects may include roadway, bicycle, pedestrian, and transit improvements. The TIP includes four years of projects developed in accordance with federal laws.

[capecodcommission.org/transportation](http://capecodcommission.org/transportation)

### *Highlighted Transportation Projects:*

**REGIONAL TRANSPORTATION PLAN UPDATE:** A draft of the 2016-2019 Regional Transportation Plan, prepared by Commission Staff, was released for public comment by the Cape Cod MPO in June 2015. A website was developed to track the plan's progress and provide updates on meeting schedules and key decisions ([www.capecodcommission.org/rtp](http://www.capecodcommission.org/rtp)).

**CAPE-WIDE BICYCLE NETWORK PLAN:** Through work with individual towns and development of 10 multi-modal plans, consensus was achieved among all 15 towns for cross-border bicycle connections.

**TRAFFIC COUNTING PROGRAM:** The Commission's transportation staff conducted annual summer traffic counts in all 15 Cape towns, including automatic traffic recorders (ATRs) and turning movement counts (TMCs). Traffic data is available online: [www.capecodcommission.org/counts](http://www.capecodcommission.org/counts)

**CAPE COD CANAL TRANSPORTATION STUDY:** The Commission assisted the Massachusetts Department of Transportation (MassDOT) on the Canal Area Study by providing traffic counts to

calibrate the transportation model.

**Critical Transportation Assets and Their Vulnerability to Sea Level Rise:** Completed in February 2015, this study looked at the impact of sea level rise on the transportation network in Barnstable County. Public transportation assets in each mode (air, highway, sea, transit and rail) were examined to determine whether the asset was critical to the network and/or the community and to assess the asset's vulnerability to sea level rise.

### **Joint Land Use Study (JLUS) Implementation for Joint Base Cape Cod**

Continuing its work with Joint Base Cape Cod, the Commission assists with coordination in land use planning between Upper Cape towns of Falmouth, Mashpee, Sandwich and Bourne and JBCC.

The Commission provided technical assistance to the Upper Cape Regional Transfer Station steering committee, which ceased operation of the transfer station on JBCC in 2014, to evaluate possible re-uses of the facility. Working with the committee, staff prepared a request for proposals for the re-use study which is currently underway. Planning and legal staff also completed a study of notification procedures to JBCC personnel for proposed development projects in the Upper Cape towns and issued a final report in September 2015. Commission staff serve as representatives to the Military Civilian Community Council and Environmental Management Commission that meet quarterly to provide coordination on matters concerning the base and surrounding communities. [capecodcommission.org/jbcc](http://capecodcommission.org/jbcc)

### **Regional Coordination/Technical Assistance**

The Commission is in a position to respond to issues of regional concern with technical assistance and facilitation. Among the issues for which Commission expertise was sought are:

- restoration of Route 6 overcut areas between exits 2 and 4, including coordination of a working

group and review of draft plans

- facilitation of the Regional Beach Access Committee, which advocated for awareness of regulations relative to the shoreline and local control on beach access issues such as shoreline protection, permitting, dredging, endangered species and tourism.
- convening of the National Grid Ad-Hoc Advisory Committee to help communities directly affected by the natural gas connection moratorium, expedite permitting process and facilitate communication.

### **District Local Technical Assistance (DLTA) Grants**

For the past several years, the Commonwealth of Massachusetts has allocated funds to each of the state's 13 regional planning agencies, the Cape Cod Commission among them, to help municipalities with sustainable development and to encourage municipalities to form partnerships to achieve planning and development goals consistent with state and regional priorities.



# Cape Cod Cooperative Extension



## Cape Cod Cooperative Extension

Deeds and Probate Building  
3195 Main Street/PO Box 367  
Field Office-3675 Main Street  
Barnstable, MA 02630-0367

Telephone: (508) 375-6690  
Facsimile: (508) 362-4518  
Farm Facsimile: (508) 362-4923

[www.capecodextension.org](http://www.capecodextension.org)  
[www.buyfreshbuylocalcapecod.org](http://www.buyfreshbuylocalcapecod.org)

[www.facebook.com/pages/Cape-Cod-HazMat-and-Resource-Recovery](https://www.facebook.com/pages/Cape-Cod-HazMat-and-Resource-Recovery)  
<https://www.facebook.com/Barnstable-County-4-H>  
<https://www.facebook.com/CapeCodCooperativeExtension>  
<https://twitter.com/buyfreshcapecod>

Hours: 8:00 am – 4:30 pm

### Administration

**William F. Clark**  
Extension Director  
[bclark@barnstablecounty.org](mailto:bclark@barnstablecounty.org)

**Michael Maguire**  
Deputy Director  
[mmaguire@barnstablecounty.org](mailto:mmaguire@barnstablecounty.org)

**Kalliope Egloff**  
Administrative Supervisor (M&F)  
[kalliope@barnstablecounty.org](mailto:kalliope@barnstablecounty.org)

**Dawn Johnson**  
Administrative Assistant (March-July)  
[dawn.johnson@barnstablecounty.org](mailto:dawn.johnson@barnstablecounty.org)

**Tasha Ramos**  
Administrative Assistant: Web and Graphic  
Designer (resigned)  
[tramos@barnstablecounty.org](mailto:tramos@barnstablecounty.org)

**Christine St. Pierre**  
Administrative Assistant (part-time)  
[cstpierre@barnstablecounty.org](mailto:cstpierre@barnstablecounty.org)

**Rebecca Yavner**

Administrative Assistant: Web and Graphic  
Designer; Program Coordinator for Buy Fresh Buy  
Local Cape Cod (March-July)  
[ryavner@barnstablecounty.org](mailto:ryavner@barnstablecounty.org)

### 4-H Youth Development

**Judith Vollmer**  
Extension Educator  
[jvollmer@barnstablecounty.org](mailto:jvollmer@barnstablecounty.org)

**Kerry Bickford**  
Extension Educator  
[kbickford@barnstablecounty.org](mailto:kbickford@barnstablecounty.org)

### Nutrition Education & Food Safety

**Susan Bourque Seward**  
Nutrition Educator  
[sbourque@barnstablecounty.org](mailto:sbourque@barnstablecounty.org)

**Kimberly Concra**  
Nutrition and Food Safety Specialist  
[kconcra@barnstablecounty.org](mailto:kconcra@barnstablecounty.org)

## **Marine Education**

**Eileen Sonnenberg**  
Extension Educator  
essonnenberg@barnstablecounty.org

## **Marine Resources and Aquaculture**

**Diane Murphy**  
Fisheries & Aquaculture Specialist  
dmurphy@barnstablecounty.org

**Joshua Reitsma**  
Marine Program Specialist  
jreitsma@barnstablecounty.org

**Abigail Archer**  
Marine Resource Specialist  
aarcher@barnstablecounty.org

**Gregory Berman**  
Coastal Processes Specialist  
gberman@barnstablecounty.org

## **Recycling, Household Hazardous Waste & Water Quality Education**

**Michael Maguire**  
Extension Educator  
mmaguire@barnstablecounty.org

**Kalliope Egloff**  
Hazardous Waste Program Assistant (T, W, & Th)  
kalliope@barnstablecounty.org

**David Quinn**  
Regional Waste Reduction Coordinator  
dquinn@barnstablecounty.org

## **Horticulture/Agriculture/Natural Resources**

**William F. Clark**  
Plant and Soil Scientist  
bclark@barnstablecounty.org

**Russell Norton**  
Horticulturalist  
rnorton@barnstablecounty.org

**Lawrence Dapsis**  
Entomologist and Deer Tick Project Coordinator  
ldapsis@barnstablecounty.org

Cape Cod Cooperative Extension, established in Barnstable County in 1916, is the education department for county government. Extension's educational programs focus on agriculture, marine resources, horticulture, aquaculture, shellfish management, natural resources, tick-borne disease, water quality, recycling, household hazardous waste, nutrition, food safety, youth development and environmental education.

The mission of Cape Cod Cooperative Extension is to improve the health, well-being and security of youth, families and communities; conserve and enhance natural resources; and strengthen agriculture and food systems. We fulfill our mission by utilizing the research and teaching capacity of the University of Massachusetts Amherst and Woods

Hole Oceanographic Institution Sea Grant program to generate and communicate knowledge while creating approaches, methods, and tools for solving problems. Extension links the Massachusetts land grant university with a larger community of people in collaborative partnerships to address issues of fundamental importance to the people of Barnstable County.

An Act of Congress formed Cooperative Extension nationally in 1914 as a three-way partnership. The three partners were the land-grant university in each state (such as UMass Amherst in Massachusetts), the federal government (through the United States Department of Agriculture), and local government (through Barnstable County).

Through the use of workshops, conferences, field demonstrations, technical assistance, radio, television, the Internet and more, Extension brings objective, research-based and credible information people can use every day to improve their lives. To celebrate our 100<sup>th</sup> birthday, we created a short, informative video, please enjoy! <https://youtu.be/VoNmySmNN0c>

### Hazardous Waste, Solid Waste, and Water Quality

The hazardous waste and solid waste programs operated by Cape Cod Cooperative Extension (CCCE) provide public health and the environmental services that protect Cape Cod's sole source aquifer. *Education* programs increase public awareness by identifying threats posed by household hazardous waste and other solid waste. *Collection* services provide cost effective and convenient disposal solutions for municipalities, residents, and visitors to the region. Focus areas include:

Household hazardous waste (HHW) education, collection, and disposal; Mercury collection (e.g. thermostats, thermometers, blood pressure gauges); Sharps (needle) collection; Road and marine flares collection; Unwanted medication disposal; WET festivals; Municipal solid waste and recycling technical assistance

CCCE programs are designed to provide HHW outreach, education and disposal options to all Cape Cod municipalities as well as technical assistance to towns and public committees on solid waste management, recycling, and composting. Emphasis

is placed on regionalizing programs for cost effectiveness and convenience, while education of adults and youth is employed as a proactive approach to reduce the quantity and toxicity of new waste generated while capturing existing waste.

Household Hazardous Waste Collections are tracked on a calendar year basis. All data reported below reflects information for calendar year 2014 for each Cape Cod town.



Household Hazardous Waste (HHW) Collection table

### Household Hazardous Waste Education and Disposal

During the 2014 Household Hazardous Waste collection period, a total of 23 HHW collections were conducted within Barnstable County with more than 6,100 participants bringing 170 tons of

Towns	Household Hazardous Waste			Mercury		Sharps		Flares (number of individual units)			
	# Households Participating	Gallons of HHW	Pounds of HHW	Pounds	Individual Pieces	50 gallon Boxes collected	Containers distributed to town	Hand Helds	Shot Gun Style	Rockets	Smoke
Barnstable	1,001	13,945	64,650	7.6	381	72	165	380	237	39	30
Duxbury	242	2,788	12,155	3.3	65	30	312	15	5	5	2
Wareham	284	2,790	23,605	0.0	0	27	0	6	3	2	0
Wareham	216	2,355	19,316	3.2	112	16	64	522	95	35	7
Wareham	944	5,160	35,655	6.0	137	30	194	22	3	2	3
Wareham	264	2,230	16,022	25.4	65	9	64	50	55	10	7
Mouth	753	6,633	39,517	3.0	215	24	1,000	539	191	70	37
Wareham	390	4,122	34,576	1.4	165	27	64	27	55	15	15
Wareham	230	2,637	12,070	6.7	170	26	124	65	25	0	1
Wareham	191	1,695	6,407	0.5	64	20	0	55	19	59	1
Duxbury	172	3,423	9,022	0.5	55	9	200	0	0	0	0
Duxbury	495	5,709	26,125	0.5	55	27	324	52	26	6	1
Wareham	145	2,556	7,606	0.1	7	7	0	0	4	0	0
Wareham	154	2,561	6,852	0.4	29	5	0	6	5	0	1
Mouth	344	4,555	19,935	7.2	657	46	224	35	24	1	3
TOTAL	6,139	70,515	339,225	66.1	2,194	376	3,338	1,901	788	254	108

hazardous waste to collections for disposal. Most collections are broken into regions and are reciprocal with towns within the region. For example, the Outer Cape collections occur once during the calendar year in Wellfleet, Truro, and Provincetown. Residents, property owners, and renters in those four towns can participate in any of the Outer Cape collections,



*HHW Collection items*

providing three disposal options each year.

Barnstable County in partnership with Covanta SEMASS, designs, prints, and mails brochures to every mailing address (household and business) on Cape Cod. Barnstable County, through the Cape Cod Cooperative Extension, covers the cost of designing and printing promotional signs, newspaper ads, news releases and public service announcements, and educational materials for residents and small businesses. The County also covers the cost of HHW event set-up fees, personnel to survey and educate participants at collections, data compilation for

every collection, and staffing and maintenance of an 800-Hazmat telephone hotline to answer hazardous material questions from.

Outreach to small businesses that generate hazardous materials (targeting painters, contractors, pesticide applicators, etc.) is conducted by the HHW collection program through a mass-mailing to businesses that encourages small businesses to participate in town-sponsored HHW collections. Very Small Quantity Generator (VSQG) businesses are allowed to participate in the collections at County bid pricing, but are required to pay the vendor the entire disposal cost for their waste.

### **Mercury Collection & Disposal Program**

The health risks mercury poses, particularly to pregnant women and children, are well documented. Mercury exposure can lead to birth defects, severe damage to the central nervous system (Mad Hatter's Disease) and premature death. Due to mercury's unique property as a metal that is liquid at room temperature, it has many practical applications in common household items. Most notable are the glass ampoules on thermostats and electric relays in home heating systems, float switches on bilge & septic pumps, blood pressure gauges, and older style thermometers. Mercury containing devices are collected and safely disposed by Barnstable County at all HHW events, every day at Cape Cod transfer stations and waste management facilities, and at many home heating supply stores and marinas.

### **Sharps Collection & Disposal Program**

The Barnstable County sharps collection program fulfills the requirements outlined in Massachusetts 105 CMR 480.000 mandating sharps collection programs for all Massachusetts communities by July 1, 2012. CCCE distributes free sharps containers for residential use as well as sharps disposal education brochures in each Cape Cod town and through out-patient medical facilities in the region. Funding for purchase of containers and disposal of used containers is provided by Barnstable County.

### **Flares Collection & Disposal Program**

Road and marine flares are often carried in vehicles, and are required for ocean going vessels 16 feet

or greater. Many flares contain perchlorate, a salt-like chemical used as an accelerant in the flares. Perchlorate is a known human thyroid inhibitor and in 2006 the Commonwealth of Massachusetts was the first state in the country to institute mandatory testing for perchlorate in drinking water. CCCE collects road and marine flares from every municipality on Cape Cod and Barnstable County, through the CCCE, pays for the disposal of these flares. In addition to benefiting boaters and residents, the program helps keep public and private wells from being contaminated by perchlorate.

### Unwanted Medication Collection Program

Flushing old or unused medication down the toilet was a traditional disposal practice and has led to water contamination across the country and on Cape Cod. Illegal diversion of unwanted or unused medication is a problem of epidemic proportions and contributes to the prevalence of opioid abuse. Cape Cod Cooperative Extension developed a “Crush It, Don’t Flush It” education brochure in 2009 that continues to be distributed throughout the region. The brochure directs residents to place their unwanted medications in household trash in a crushed, unusable form for immediate destruction.

CCCE continues to work with every police department on Cape Cod to install unwanted medication disposal drop boxes in police department lobbies as an alternative immediate disposal option for unwanted medications. The drop boxes, coupled with DEA drug take-back programs at local police



*Wet Fest skit*

departments, and the “Crush It, Don’t Flush It” education program are a united regional approach that has been well received by the community.

### WET Festival

WET Festivals are an interactive method of teaching 4<sup>th</sup> - 6<sup>th</sup> grade students on Cape Cod the fundamentals of water and the impacts of water on Cape Cod’s environment and health. Each year CCCE, in partnership with AmeriCorps Cape Cod, provides 11 one day education seminars to 2,100 school children. CCCE updates and maintains 21 different education stations at each WET Festival and each station meets school requirements and standards while educating students on groundwater, wastewater, and the water cycle. Students progress through a series of hands-on stations and take home a practical message about how water impacts their daily lives while learning new ideas to save and protect water through simple personal actions.

### Solid Waste & Recycling Assistance to Municipalities

CCCE continues to be a recipient of the Massachusetts Department of Environmental Protection (MA DEP) grant program that funds a full-time staff member to assist all Cape Cod municipalities with solid waste, recycling, and composting needs. The Cape Cod Municipal Assistance Coordinator



(MAC) provides a direct line of communication between MA DEP and Cape Cod towns to discuss solid waste management challenges and initiatives.

The MAC conducted three technical assistance projects for the Towns of Barnstable, Brewster, and Provincetown. In Barnstable, the MAC worked with the Town and an outside consulting firm to conduct a recovery rate study to gather data on how much Transfer Station users were recycling, and how much more they might recycle. As a part of the project, the MAC also assisted with the Town's transition to single stream recycling, provided options for managing food waste, and analyzed the potential impact of pay-as-you-throw (PAYT) at the transfer station. In Brewster, the MAC worked with the Recycling Commission to continue to educate residents about PAYT and compiled a report showing the success of the program in its first year. The MAC also assisted with the implementation of a pilot program for public space trash and recycling collection at Brewster beaches and parks. In Provincetown, the MAC worked with the Public Works Department to identify opportunities to increase recycling and disposal options at their transfer station for difficult-to-manage materials, such as mattresses, textiles, demolition debris, and food waste.

In addition to the three technical assistance projects, the MAC worked with Barnstable County's Procurement Officer to issue a regional bid for recycling collection equipment (roll-off containers and compactors); eight towns participated in the bid. The MAC provided municipal officials and residents with educational opportunities on waste reduction topics, including a regional workshop on food waste management and a monthly e-newsletter.

## Marine Program

### Barnstable County Municipal Shellfish Propagation Program

Harvest of shellfish is important both to the economy and culture of Barnstable County. All 15 towns on Cape Cod support shellfish propagation and enhancement programs which make shellfish available for commercial and/or recreational

harvesters. Marine Program staff continue to oversee the Barnstable County Municipal Shellfish Bid Program and offered a municipal grant program this year. \$33,334 was received from the state and matched with \$30,000 from the CCCE Marine Program to directly support municipal propagation programs through this grant program. Grants ranged from seed purchases and equipment upgrades to predator control projects. In total the FY15 Municipal Shellfish Bid Program assisted municipalities with the purchase of 10.5 million hard clam (quahog) seed, 4,156 bags of remote set oysters, and almost 2 million oyster singles. The winning bid,



*ARC propagation*

and sole bidder, for shellfish seed was awarded to the local shellfish hatchery ARC in Dennis. Using a conservative estimate, if half of the 193 million (=96 million) quahog seed towns received through this program since 1999 survived to harvest, the wholesale value (@\$.21/clam) would exceed \$20 million and the value of 50% surviving remote set oysters would approach \$8 million (@.50/oyster).

### SEMAC – SouthEastern Massachusetts Aquaculture Center

The Cooperative Extension Office of Barnstable County remains the administrator of the SouthEastern Massachusetts Aquaculture Center (SEMAC), and FY15 received \$50K in funding through the Massachusetts Department of Agricultural Resources. Ninety percent of the



SEMACE networks

funding provided for direct industry assistance by supporting the following four programs:

**1) Research Farm Network (RFN)**

Now in its eleventh consecutive year, the RFN is a program established by SEMACE in 2005 which continues to generate valuable data regarding shellfish culture methodology. Based on the MA Cranberry Experiment Station concept, it addresses farming issues relevant to the region. Much of the FY15 growing season was spent working with shellfish growers from Barnstable, Bourne, Chatham, Duxbury, Eastham, Orleans, Provincetown, Wareham, Wellfleet, and Yarmouth. During FY15, participating RFN growers received additional razor clam seed and continued to maintain and monitor the previous years' blood ark and razor clam seed as part of an alternative species study. In addition, an oyster seed density experiment was conducted at 5 shellfish farms to evaluate how different seed

densities perform in standard bag and cage grow-out conditions.

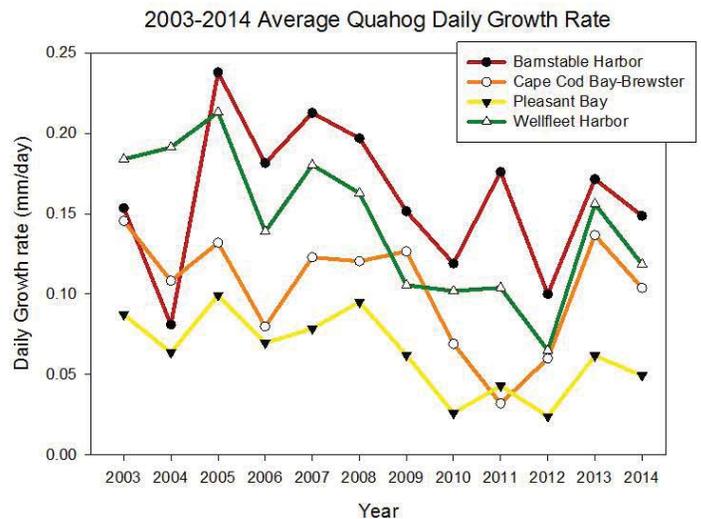
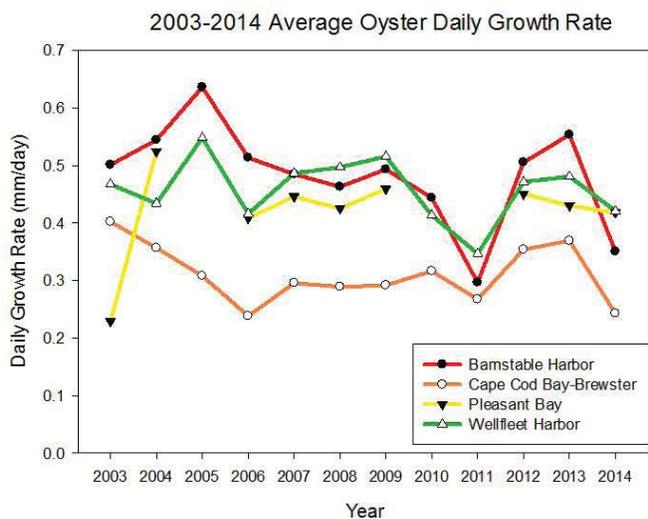
**2) Shellfish Disease Response & Disease Research Network**

Emergency shellfish disease testing was made available to towns and growers who experienced unexplained shellfish mortalities or unusually slow growth; this testing can help guide shellfish crop management. Since shellfish diseases affect farm profitability, viability, and could threaten municipal stocks, Marine Program staff maintained a network of 25 disease monitoring stations which included over 50 participating shellfish growers.

**3) Shellfish Habitat Assessment (SHA) and Shellfish Officer Research & Education (ShORE)**

A twelfth year of quantitative Shellfish Habitat Assessment (SHA) was conducted on shellfish growth and survival at 4 long-term sites in Barnstable, Brewster, Orleans, and Wellfleet. Habitat data value affects dock permitting, dredging projects, shellfish restoration efforts, and fisheries management, and helps shellfish farmers understand growth dynamics and maximize yields of cultured shellfish. Results from the 2014 season have been collected and analyzed. Results from 2003 to 2014 illustrate varying growth and survival trends.

The Shellfish Officer Research & Education group (ShORE) program is built upon the concepts of the shellfish Research Farm Network and Shellfish Habitat Assessment Program, and provides a neutral source of information to commonly asked questions,



while increasing communication among shellfish constables within the County and with Extension. Staff, in collaboration with shellfish constables selected several questions they think needed answers. Marine Program staff designed protocols to address those concerns, and the participating constables agreed to conduct those experiments. Marine Program staff provided the materials and seed, and collected and analyzed the data. Participating towns in FY15 were Chatham (3 sites) and Harwich (3 sites). Oyster seed growth and survival results were analyzed and formal written reports were delivered.



*Shrimp Farming*

#### **4) Water Quality Monitoring**

Water quality data have become increasingly important as research continues into shellfish disease, growth and mortality issues, *Vibrio* bacteria related issues, and coastal eutrophication within the region. A 12 year of water quality data was collected using the long term deployment of YSI instrumentation at 5 locations including Barnstable Harbor, Cotuit Bay, Pleasant Bay, Wellfleet Harbor, and Duxbury Bay. Cotuit Bay and Wellfleet Harbor have an additional feature and are able to transmit this data to the website for the public to use. (Online data may viewed at: <http://wqdatalive.com/public/103>)

#### **5) Wholesale Shellfish Dealer Survey**

Due to the keen interest expressed in alternative species from the aquaculture industry, SEMAC utilized a portion of the recent funding for a survey of wholesale seafood dealers to gain insight into the marketing opportunities for alternative and under-utilized species such as razor clams and blood arks. SEMAC contracted with the Center for Marketing Research at UMass-Dartmouth to develop an Alternative Species Survey. Results were prepared and shared with 70+ municipal shellfish officers through a professional workshop as well as 80+ aquaculturists through the Massachusetts Aquaculture Association. Results will help guide future work to strengthen and diversify Massachusetts seafood production.

#### **6) Survey to Examine the Economic Impact of the Growing Shellfish Aquaculture Industry**

Partnering with the UMass Dartmouth Center for Marketing Research, Marine Program staff developed an economic impact survey for the rapidly growing shellfish aquaculture industry. In fall 2014, the survey was distributed to the 300+ shellfish growers of MA, and responses were analyzed by two UMass graduate students. Survey results were shared among industry stakeholders.

#### **River Herring Network**

Marine Program staff coordinate, with the input of a 14 member steering committee, a group called the River Herring Network (RHN). The group consists of river herring wardens, natural resources officers, and members of committees who have river herring management responsibilities. The goals of the Network are to provide opportunities for learning and professional development, and to facilitate communication among herring wardens & state and federal agencies. In October 2014, Marine Program staff organized the 4<sup>th</sup> annual meeting of the RHN. Sixty one people attended the annual meeting representing 19 towns, the Mashpee Wampanoag Tribe, three state agencies, one federal agency, and five non-profit organizations. The Marine Program also maintains the website [www.riverherringnetwork.com](http://www.riverherringnetwork.com), which is a resource for reference material and

up to date notifications about river herring issues in the region.

### **Technical Assistance – Shrimp Farming**

Throughout FY15 staff has provided ongoing technical assistance to a local farmer raising the marine shrimp, *Litopenaeus vannamei*, in an indoor recirculating aquaculture system. This species has wide appeal and value such that a local production could easily help diversify the area's seafood supply. Many technical hurdles have been overcome and the farm is now currently selling locally raised shrimp in Barnstable County.

### **Technical Assistance – Vibrio Bacteria in Oysters**

Marine Program staff continued to study *Vibrio* in shellfish, exploring how seasonality, temperatures, and handling affect the levels of *Vibrio* in oysters. Staff provided local testing of oysters to inform industry on ways to manage the risk. Since limiting shellfish harvest can pose significant stress on aquaculture operations in the region, staff collaborated with researchers at Roger Williams University on a 2-year \$190,360 grant designed to explore the relationship between time, temperature, and *Vibrio* levels in oysters. Partnering with MA State officials and industry, staff also produced and distributed educational materials which included 50,000 copies of *Safe Shellfish for Recreational Harvesters* brochures.

### **Technical Assistance – Coastal Processes**

Technical assistance on coastal processes has been provided in the form of 28 site visits in six Barnstable County towns (typically with associated GIS analysis and follow-up written reports) on issues relating to coastal bank stabilization, beach grass for erosion control, proposed revetment construction on coastal banks, and dune restoration. Information, advice, and graphics were also provided to individual homeowners and associations. The local media has been utilizing Marine Staff coastal expertise extensively in seven quoted interviews in newspaper (Cape Cod Times, Boston Globe, Barnstable Patriot, and Mashpee Enterprise) and five radio interviews (90.1 WCAI / 95 WXTK), and one television interview (WGBH Greater Boston).

### **Technical Assistance – Community Rating**

### **System (CRS)**

A Needs Assessment was distributed to examine the feasibility of hiring a CRS Coordinator to support all the towns within Barnstable County. After acquiring Sea Grant seed funding the county approved the position. The new CRS Coordinator will begin work in July of 2015. Meetings have been planned in each town to discuss how the new staff can reduce flooding damage, provide environmental benefits, and save homeowners money.

### **Public Education – AmeriCorps**

The Marine Program was selected to host an AmeriCorps Cape Cod member from October 2014 to July 2015. AmeriCorps member Jeannette Morrison researched the history of the river herring fishery in the town of Brewster, wrote a final report, and presented the results to a small but influential group of town staff and volunteers on July 15, 2015. The goal of this long term project is to produce a comprehensive report on the history and past economic value of the river herring fishery in the 15 Barnstable County towns. The Marine Program has been selected to host another member in FY 2016.

Staff helped to organize and moderate the 12<sup>th</sup> Annual State of Wellfleet Harbor Conference on November 8, 2014 which attracted more than 100 attendees.

### **Public Education – Courses, Lectures, and Workshops**

Marine Program staff held a training workshop, *Coastal Plants 2015*, on May 29, 2015 that helped communities learn how to supplement beach grass by using a variety of species and techniques to stabilize the shoreline; 75 growers, landscapers, and town/state officials attended.

Marine Program staff held a training workshop, *Adapting to the Rising Tide*, on May 21, 2015 that helped inform communities about adaptation planning and the National Flood Insurance Program's Community Rating System; 20 town and state officials attended.

Direct outreach was provided in the form of 25 presentations related to coastal processes to over 860

people total (over 4,310 reached since 2009). A wide range of audiences were reached from Conservation commissions, to town officials, Audubon, NOAA, high school students, and homeowners associations. PDFs of the presentations are made available so the host can distribute the information via the internet.



Shellfish Publications

## Publications

Marine Program staff were awarded a \$50,440 grant from NOAA Sea Grant Aquaculture Extension to develop and produce educational materials on Vibrio and safe seafood consumption aimed at shellfish consumers, commercial & recreational harvesters, and retailers. Publications created and distributed were:

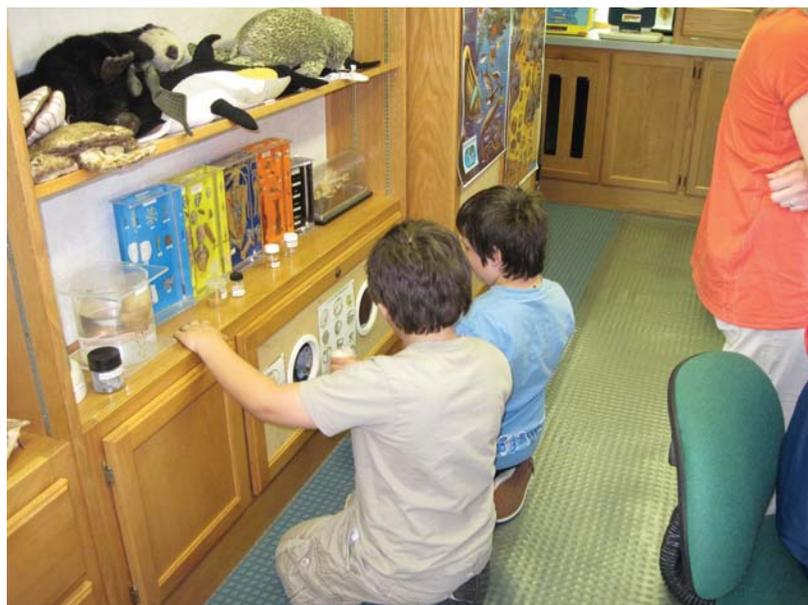
1) *“The Harvest: Safe Shellfish for Recreational Harvesters”* This tri-fold brochure outlines where and how to get a permit to harvest shellfish, why it is important to follow designated water classification maps, and how best to handle the catch after it is harvested. The brochure content was guided heavily by shellfish officers and the issues they encounter on a regular basis in recreational shellfisheries. 100,000 brochures were printed and about 48,000 were distributed to 55 MA coastal town shellfish authorities in 2014. To date, nearly 68,000 have been sent out and distributions will continue as needed.

2) *“Eating Shellfish as Part of a Healthy Diet”* The Marine Program coordinated a study to provide nutritional analysis of local shellfish. Afterwards, staff produced

a rack card with complete nutritional profiles of six species of shellfish harvested from MA waters. These shellfish were also screened for potential contaminants: metals, PAH’s, PCB’s, and pesticides, often of concern to potential seafood consumers on edge about safety of their food. A first print run produced 35,000 of these rack cards, and after distributing almost 30,000 of these in 2015, another 25,000 were printed. These were distributed with the booklet at over 46 seafood retail outlets, and again at natural resource offices, and chambers of commerce.

3) *“Tips for Fresh & Tasty Shellfish”* This booklet details what to look for ask for when buying live shellfish, risks regarding raw shellfish consumption especially for those with compromised immune systems, and best methods to employ when handling and storing shellfish at home. 35,000 were printed and over 12,000 were distributed.

4) *“Questions and Answers for Buying Coastal Real Estate in Massachusetts”* (December - 2014) is a tri-fold brochure that provides information about permitting, erosion and erosion control structures, and flood insurance. In addition to providing much needed information to coastal home buyers, the latest coastal processes Marine Brochure is an overview of sea level rise and beach migration. The brochure has been well received by town officials who typically answer such questions, as well as by the real estate community who need to be current on changes to



Explorer Group

the laws and insurance, allowing buyers to enter any purchase agreement fully informed.

5) The 2nd Edition of the “*Massachusetts Homeowner’s Handbook to Prepare for Coastal Hazards*” (January – 2015) was updated with information to promote individual resilience, creating a fortified community, to help homeowners prepare for coastal hazards to reduce risks to family and property. All 5,000 copies



*Coastal Explorer classroom*

of the handbook were distributed the previous year. In this print run the handbook was updated and 10,000 copies were printed, more than 6,000 of which have already been distributed.

6) “*The Spectrum of Coastal Erosion Control Methods*” brochure provides information about the various methods of erosion control and compares their relative impacts. Loss of shoreline property leads to a desire to protect homes from damage, however there are times when the desire to protect upland property conflicts with the ecosystem services provided by natural landforms. The key to responsible erosion control is to increase the resilience of the property while not negatively affecting the coastal resource areas. By starting at the top of the spectrum and addressing each method until a feasible alternative

is reached, applicants can show full diligence that all other options that have lower potential impact have been examined. This publication has been requested by town officials, homeowners, and engineers.

### **Marine Science Education Program**

The Coastal Explorer mobile marine program is designed to educate participants of all ages about our unique marine environment in a discovery-learning format. The “Coastal Explorer” and “Coastal Connections” marine science programs took place in nine Barnstable County towns during summer in libraries, youth camps and museums in 2014, for a total of 2,485 participants over the course of six weeks. The 2014-2015 school year had a total of 17 Barnstable County schools participating in both the “Coastal Explorer” and “Whale in the Classroom” programs over the course of 18 weeks for 4,647 students and 236 teachers, conducting 240 marine science classes. Updated curriculum guides were also provided.

### **Nutrition and Food Safety Education**

Eight Cape Cod Child Development Program staff members attended a professional development workshop introducing Cook Well, Eat Well, Live Well (SNAP-Ed).

Approximately 773 educational contacts were made with youth and parents through SNAP-Ed family events focused on healthy eating through cooking demonstrations, presentations, and displays at open houses, Field Day, Spring Fling, Head Start workshops, and Earth Day events.

A total of 194 school-aged children and 152 preschoolers participated in 26 series of SNAP-Ed nutrition lessons (Garden Kids, Kids in the Kitchen,

Rainbow on Your Plate). Supplemental enrichment activities and newsletters were distributed to staff and families.

Approximately 365 clients, staff and volunteers were reached through SNAP-Ed displays/cooking demonstrations at food pantries and the Transitional Assistance Office (TAO). Two trainings focused on nutrition and meal planning reached a total of 36 TAO staff.

Ninety-six older adults participated in presentations and cooking demonstrations as part of Brown Bag Program in Yarmouth and Barnstable.

A total of 44 older adults participated in two single sessions and a series of lessons (Aging Mastery, NARF, and Healthy Eating for Successful Living). Nutrition education was provided for 67 older adults at two screening and health fair events.

Nine ServSafe food safety certification courses were offered for the food service industry resulting in certification of 127 individuals and UMass educators, fulfilling the Food Code requirements set forth by the Massachusetts Department of Public Health.

Nine food safety workshops were held for a total of 188 foodservice employees, food pantry staff and volunteers. This training covers basic safe food handling techniques.

Fifteen members of the Chinese Food Safety Council on Community Food Safety education were addressed through a panel presentation at Harvard University in collaboration with the MA Partnership for Food Safety Education.

Food pantry clients throughout Barnstable County continue to be reached through cooking demonstrations and distribution of Cook Well Eat Well Live Well cookbooks in close collaborations with Cape Cod Hunger Network's Foods to Encourage (F2E) project. An additional 920 cookbooks have been distributed and 72 individuals have participated in the F2E project.

As part of the Buy Fresh Buy Local project, 20 people

attended two educational programs offered (Food Preservation, Homemade Holiday Gift Giving). Cooking demonstrations focused on encouraging farmers market purchases using SNAP benefits were conducted at 15 Meet the Farmer events reaching 75 individuals in the Lower/Outer Cape.

Nutrition staff participated in twelve Biometric Screenings offered by the Cape Cod Municipal Health Group, providing nutrition presentations as part of the Healthy Me series. A presentation emphasizing healthy lunch options was offered at the benefits administrators meeting.

Cooking Matters at the Store was offered to active military families through three separate grocery store tours at Joint Base Cape Cod. Healthy cooking demos were conducted in celebration of National Nutrition Month.

A grocery store tour focusing on shopping healthy on a budget was provided to six parents of young children.

Six Food Safety Farm to Preschool classes in collaboration with UMass Extension were presented to a total of 56 early childhood providers focusing on farm to fork food safety precautions.

Proper hand washing and food safety training was provided to 154 children and adults volunteering to pack food donation bags as part of AmeriCorps MLK Day of Service event.

Educators presented child nutrition and food safety information, displays and demos at events including: Bournedale Elementary Family Health Fair, Stonybrook Elem Family Health Fair, Wixon Middle School Celebration of ART, Harbor Community Health Healthy Summer Celebration, Monomoy High School Student Wellness Day, and the Barnstable County Fair.

The 'Snackactivities' project provided 300 monthly healthy snack calendars to Harwich preschool classes. Eight parents attended a nutrition workshop and 50 families participated in a Multicultural Celebration as part of this project.

Food for Thought, a monthly electronic child nutrition newsletter has been distributed to parents and elementary school staff. Currently, there are 277 subscribers to this newsletter.

Body Walk, an interactive educational exhibit, was conducted at three elementary schools reaching a total of 266 students, plus teachers and families through supplemental materials.

A session was held for an audience of 30 people from the Lower/Outer Cape as part of the Community Development Program's "Bringing Food Business to Market" educational series. Additionally, a nutrition educator serves on their Food Maker's Advisory Council.

### **Buy Fresh Buy Local**

The mission of Buy Fresh Buy Local Cape Cod is to connect people and businesses on the Cape with locally grown farm and sea products. Over 10,000 member guides, bumper stickers and magnets have been distributed through area farmers markets and other food-related community events plus a Fall Harvest Celebration Tour. Additional outreach efforts included Shop Local Promotions, four advertisements in Edible Cape Cod magazine, and a Cape-wide BFBL Scavenger Hunt. Coordination of program objectives and planned activities has been accomplished by working with an appointed advisory group. Distribution of the monthly electronic newsletter reached 2,874 subscribers in addition to a following of approximately 2,015 individuals through social media platforms. Membership in Buy Fresh Buy Local has climbed from 55 members in 2011 to 137 members currently. Ten members attended a training opportunity offered for small business owners.

### **Agriculture and Horticulture**

Agriculture and horticulture are important and longstanding components of the Barnstable County economy. The market value of agricultural commodities in Barnstable County is valued at more than \$10,000,000. Agriculture and horticulture are vital to local residents and visitors providing food, jobs, recreation and beauty; essentials of our tourism

driven economy. The Cape Cod Cooperative Extension Agriculture and Horticulture program is a resource for unbiased research based information. The program provides agriculture, green industry, and related natural resource firms and businesses with education, research, and science based information that enable them to remain economically and environmentally sustainable. The Agriculture and Horticulture Program also provides Barnstable County citizens with education and services enabling them to make sustainable and environmentally sound decisions about their home landscapes and gardens.

The objectives of the Agriculture and Horticulture program are; 1) to provide educational programs for industry professionals and the general public that increase the knowledge and awareness of integrated pest management and sustainable landscaping / agriculture practices, 2) to be available as a resource of technical information and assistance for industry professionals and general public, and 3) to maintain a core of trained volunteers that support outreach efforts.

### **Professional Outreach**

Twelve educational programs were conducted in FY 2015 for horticulture and agriculture industry professionals. The educational programs reached more than 400 professionals providing them with unbiased research based information on a number of topics including; integrated pest management, proper cultural practices, nutrient management, and agricultural record keeping. The educational programs keep industry professionals informed on the most sustainable practices and important pests while also providing continuing education credits for licenses and certifications held by those in the industry. The Agriculture and Horticulture program also serves as a resource for technical information through publications, phone/email consultations, and site visits. Three articles were written for HortNotes an industry publication that reaches more than 400 individuals and businesses. Forty-nine site visits were completed offering technical assistance to local farmers, growers, and landscape professionals. Site visits offer expert consultations followed by site specific recommendations of unbiased information. The Agriculture and Horticulture program also provides free diagnostic services for plant problems

and plant identification, provides consultations via phone and email, and distributes updated fact sheets and technical documents.

### Public Outreach

The Agriculture and Horticulture program increases public outreach efforts by recruiting and training volunteers called Master Gardeners. Master Gardeners are trained for 60+ hours by Cooperative Extension, enabling them to provide answers to the general public's gardening questions. In return, the volunteers must give back 60 hours of volunteering in the year of training and 20 hours in the years after. The Master Gardener program greatly increases the outreach efforts of the Agriculture and Horticulture program by staffing programs and conducting educational programs and events.

In FY 2015, sixteen new Master Gardeners were recruited and trained. More than 90 Master Gardeners volunteered providing more than 4,500 hours of work and outreach.

Twenty-seven educational programs were conducted in FY 2015 for the general public. Programs include basic horticulture information covering topics of interest to home gardens and property owners, including vegetable gardening and composting. These educational programs reach hundreds of Barnstable County residents. The Agriculture and Horticulture program also provides outreach by staffing events and providing citizens with resources. In FY 2015, the Agriculture and Horticulture program staffed 13 events with the potential to reach thousands of residents. During these events Master Gardeners answer the public's questions and distribute publications and resources that provide sustainable and environmentally friendly gardening and horticulture information. The Agriculture and Horticulture program provides technical assistance to the public through the Horticulture Clinic. This clinic is operated several days a week from March – November. The clinic offers diagnostic services for plant identification, insect identification, diagnosis of plant problems, and soil testing. The clinic is available by phone, walk-in, and email and provides reliable research proven advice on gardening and horticulture. The clinic served more than 900 clients in FY2015.

### Ticks and Entomology Program

Ticks continue to pose a serious health risks in Barnstable County. Barnstable County has the fourth highest incidence rate for Lyme Disease, third highest for Babesiosis and second highest for Anaplasmosis in Massachusetts. A fourth pathogen carried by deer ticks, *Borrelia miyamotoi*, Relapsing Fever has also been confirmed.

The tick outreach program has a branded theme “*One Bite Can Change Your Life*”. Printed materials include wallet cards, rack cards and bookmarks. Materials were distributed to town halls, libraries, as well as garden centers and sporting goods stores. Outreach efforts are conducted through a variety of media. Fifty workshops were conducted at libraries, town halls, senior centers, community centers and for groups such as AmeriCorps, the Master Gardener Program, Nickerson State Park, Cape Cod Mosquito Control and Garden Clubs. The tick extension program was also covered extensively via newspaper articles and radio interviews.

CCCE also received a \$25,000 grant from Cape Cod Healthcare that funded a direct mailing to all 150,000 Cape Cod households with bulleted information about ticks and the best prevention techniques for tick-borne diseases.

The EPA-funded 4-Poster Deer Feeding Station project was completed and the final report was issued to the agency. The overall impact of the stations on tick populations was less than 10%. The results can be attributed to a number of factors but it is clear that this technology is not suited for use in the county. The station performance was published in the Journal of Parasites and Vectors. The data on rates of tick infection with all major pathogens is being prepared for publication and will be distributed to the Cape & Island medical community.

Surveillance efforts for Lone Star tick were continued at Sandy Neck Beach Park. In the fall 2014 surveillance detected the widespread presence of the larval stage. This is direct evidence that this is the first established population on the Massachusetts mainland. Reports of Lone Star tick appearing outside of Sandy Neck are becoming common.

A demonstration project was initiated with the Heritage Museums in FY12 to control hemlock wooly adelgid and hemlock scale. 200 specimen trees were at high risk. Sampling in FY15 showed some re-establishment of adelgid. The window of effective management using a single tree trunk spray has been established. This project is considered to be complete.

Routine monitoring for winter moth egg hatch continued. Winter moth is a serious pest of broad-leaf trees and crops such as blueberry. Successful management hinges on an accurate determination of egg hatch. This information is provided directly to U-Pick blueberry operations, the Cape Cod Landscape Association, major garden centers, Extension Master Gardeners and the Cooperative Extension website.

Surveillance efforts continued for Brown Marmorated Stinkbug, an invasive species that can be of considerable economic importance. Monitoring traps found only a few specimens. Based on other records around the state we do not consider this insect to be established. Monitoring efforts will continue given the importance of this potential pest. Surveillance of Spotted Wing Drosophila has been verified across Cape Cod-it is a significant pest of all small fruits. Upon detection, an alert is sent out along with management recommendations to Garden Centers, Master Gardeners and U-Pick fruit operations. The Extension entomology program remains a publically accessible resource for insect identification and control recommendations if warranted.

## **Natural Resources**

### **Aquacultural Research Corporation**

Working in cooperation with the towns of Dennis and Yarmouth, the Dennis Land Trust, and the MA Nature Conservancy a Conservation Restriction (CR) was placed on the 39.7 acre barrier beach owned by the Aquacultural Resource Corporation. The CR purchase was truly a group and regional effort. Barnstable County provided \$250,000 toward the \$3,000,000 purchase of the conservation restriction. ARC is the only commercial shellfish

hatchery in Massachusetts and supplies shellfish seed to most of the 242 shellfish farms on Cape Cod as well as to all 15 Cape Cod town shellfish propagation programs. The purchase of the CR also recognizes the importance of shellfish aquaculture to the Cape Cod economy. Through this CR, the region's aquaculture industry, as well as commercial shellfish industry and recreational shellfishing will continue to thrive. A new entity working with the ARC owners will raze the existing aging hatchery and replace it with a new state of the art hatchery.

### **Barnstable County Community Rating System Coordinator**

The National Flood Insurance Program NFIP Community Rating System program is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. In exchange for these voluntary floodplain management activities a premium reduction is given for the entire town residents that participate in the program. Rate reductions are expected to be 5% to 15% for Barnstable County municipalities. Because of the significant amount of time it takes to gain accreditation and the time needed for re-verification every five years most towns have not signed up for the CRS program. A new CRS position was established and will be filled during FY 16. The CRS Coordinator will develop a CRS program with all fifteen towns in the County.

### **Wildfire Preparedness Program**

The Barnstable County Wildfire Assessment and Preparedness Program continued for another year. Through this project, Barnstable County provides the services of a consulting forester who develops a wildfire management plan for parcels identified by towns. The fire management plan includes fuel reduction measures that will reduce wildfire risks. The project also includes grant funds to implement the recommendations made by the forester after the plan is adopted by the town. Grants to implement wildfire plans were awarded to the towns of Barnstable (\$3,500 – Crocker Neck and, \$9,500 – Old Stage Road), Brewster (\$5200 fire fighter wildfire training), Dennis (\$6,000 Fire Road Maintenance/ Prescribed Fire Treatment), Harwich (\$4,000 – Thompson's Field), Orleans (\$5,625 – Kent's Point Conservation Area Fire Mitigation Work), and Sandwich (\$10,000

– Maple Swamp).

### **Conservation Commission Network**

Four educational programs were organized for conservation agents and commission members. The programs were offered as part of an ongoing Cape Cod Conservation Network. This network provides an opportunity for conservation staff and commission training and to exchange ideas.

### **Land Management Grants**

The Barnstable County Municipal Land Management program funded nine projects in seven towns. This program was established to allow towns to develop and implement management actions that conserve, restore and maintain ecological integrity, productivity and biological diversity of public lands while improving public uses. Grant awards ranged from \$2,565 to \$4,000 and included projects that created parking lots and trails to invasive species eradication to habitat restoration. Natural Resource Departments, Conservation and Beach Departments in Bourne (\$4,000), Brewster (\$3,900), Dennis (\$3,265), Falmouth (\$7,170), Orleans (\$4,000), Provincetown (\$4,000), and Yarmouth (\$2,565) received grants in FY 15.

### **Horticulture**

#### **Fertilizer Regulations and Certification**

Several Cape Cod towns passed a regulation which requires fertilizer applicators become certified to apply fertilizers in accordance with the UMass Best Management Practices for Soil and Nutrient Management in Turf Systems and not the more restrictive local performance standards. Fertilizer applicators can become certified by passing a proficiency assessment test or by verifying that they meet the criteria for certification set by the Cape Cod Commission. An online certification exam is now available on the Cape Cod Cooperative Extension website at no cost to anyone interested in becoming certified. Forty two individuals became certified during the first season.

#### **Barnstable County Municipal Shade Nursery**

The towns of Barnstable, Orleans, Mashpee, Falmouth and Yarmouth received shade trees from

the Barnstable County Municipal Shade tree nursery. The nursery was established in 1999 to provide low maintenance trees at below wholesale prices to municipalities in Barnstable County. The trees were planted on municipal streets and on the grounds of municipal buildings, schools, cemeteries and parks.

### **Barnstable County 4-H Program**

“I Pledge my Head to clearer thinking, my Heart to greater loyalty, my Hands to larger service, and my Health to better living for my club, my community, my country, and my world.”

4-H programs offer experiential learning opportunities providing knowledge and skills to youth. Barnstable County has 22 4-H Clubs countywide from Bourne to Provincetown. Club projects include animal and equine science, healthy lifestyles, consumerism, STEM science, engineering, technology and math, dog training and handling, environmental stewardship and more.

4-Hers are taught life skills with concentration on leadership, citizenship, public speaking and community service. Four major community service projects were completed with 95% of 4-Hers participating including: 250 Hospice pillows were made, 1,000 pins and bookmarks were created for nursing home residents, and 75% of 4-Hers performed public speaking and demonstrations.

Over 3,000 Cape Cod youth experience 4-H through a variety of delivery modes including 4-H clubs, 4-H after school programs, special events and activities, in-school enrichment and camps.

Volunteers are the heart of the 4-H program, without them 4-H would not exist. Volunteer time in the Commonwealth is valued at \$27.00 per hour. Over 200 volunteers donate an average of 40 hours per year serving as 4-H club leaders, project committees, advisory councils, judges, workshop leaders, middle management opportunities to help deliver programs and events, educational field trips, community service opportunities and more.

4-H members are 50% less likely to smoke, shoplift,

# Barnstable County 4-H



*Creative Hearts hospice pillows*



*National Conference*



*4-H group*



*Visual presentation Equus Friends*

# Barnstable County 4-H



Hyannis-West 21st Century



UMass Summer of Science 4-H group



PAWS for Reading



I read to  
Trixie



4H

Paws for Reading  
At Wixon  
Innovation School

Bookmark



PAWS for Reading



Military Outreach Cape Cod



Gingerbread House Workshop

or use illegal drugs than non 4-H kids. 4-H members have higher levels of academic competency and are more likely to attend college and will pursue science careers. (Tufts University 4-H Study of Positive Youth Development).

### **Operation Military Kids/Military Family Outreach Cape Cod/4-H Afterschool Programs**

Operation Military Kids (OMK) is the U.S. Army's collaborative effort with America's communities to support children and youth impacted by deployment. OMK has been integrated into the Barnstable County 4-H Program since 2007. In 2013, reintegration was highlighted as an important focus of this ongoing effort.

OMK activities in 2014-15 included: Two one week summer camps for 28 military children at Smithfield Farm during the summer of 2014 grant funded by OMK, 4-H/Air Force Military Partnership/Kansas State University (\$8,260); A one-week family reintegration camp for 25 military family members funded by Heroes in Transition (\$10,000); Five family events in October, December and February (2015) with additional grant funding of \$1,200 including: Haunted Halloween and Pumpkin Carving at Smithfield Farm (19); Gingerbread House Workshop at Mashpee Senior Center (17); Operation Stocking Stuffer at the Hyannis Youth and Community Center (55) with Operation Home Front and Dollar Tree Stores;

Annual Holiday Party at Joint Base Cape Cod with pony rides sponsored by OMK (250); February Vacation Week Camp at Smithfield Farm (14 youth).

A grant submitted to the Golf Course of Cape Cod Fund of the Cape Cod Foundation for the purchases of an adaptable (youth) saddle and portable ramp was received in the amount of \$8,195. Heroes in Transition generously funded the purchase of a saddle for disabled veterans in the amount of \$5,695.

Military Outreach Cape Cod applied for and received two national competitive grants for the 2015 Department of Defense Child & Youth Reintegration Camps and Air National Guard and Air Force Reserves Camp. *In January of 2015, 4-H*

*was awarded a total of \$17,300 for camps planned to take place in July of 2015. An additional \$10,000 more was received from Heroes in Transition to fund the 3<sup>rd</sup> annual Families in Transition Camp at Smithfield Farm in August 2015.*

The national Operation Military Kids program ceased to exist as of March of 2014, as the new focus is to support families through the process of reintegration locally. We continue to offer programs under our new name "Military Family Outreach Cape Cod." Among the many 4-H programs experienced by over 3,000 youth Cape-wide this year, additional grant funding was received to incorporate positive youth development projects into existing afterschool programs. Some of these included:

Hyannis West Elementary, 21<sup>st</sup> Century grant partner: \$4,061.95 was received from the Lombard Trust to support our ongoing gardening project with a total of 29 afterschool participants.

Barnstable Intermediate & High School (grades 7-11): 8 students attended the UMASS Summer of Science; \$415 was awarded in scholarships by the 4-H Foundation; an additional \$200 in scholarship awards and \$500 for transportation was received from the Lombard Trust.

A few new afterschool initiatives included two new Afterschool 4-H programs at the Stonybrook Elementary School in Brewster in partnership with Nauset Youth Alliance. The exciting debut of 4-H Paws for Reading, a collaboration of 4-H, The Wixon School's 21<sup>st</sup> Century Afterschool Program and CAP (the Companion Animal Program, was introduced and served 28 youth. Kids Cooking Connection in partnership with the Barnstable Senior Center was a hit!

The National Youth Science Day experiment was launched from several sites on Cape Cod, including the Boys & Girls Club, Ezra Baker School, and Joint Base Cape Cod! 4-H Babysitting, our #1 special interest (SPIN) program, was taught at libraries, community centers and schools across the cape. The curriculum was updated in the fall of 2014.

## Grants

**Solid Waste Reduction Coordinator** - A \$77,967 grant was awarded from the MA Department of Environmental Protection for a solid waste reduction coordinator position

**Lyme Disease Grant:** \$83,484 was received from the US EPA

**Nutrition Education Project:** \$16,632 was received from UMass Extension Family Nutrition Programs

**Southeastern Massachusetts Aquaculture Center:** A \$50,000 grant was received from the MA Department of Agricultural Resources

**University of Massachusetts Extension:** Through a cooperative agreement with the University of Massachusetts in Amherst, Barnstable County received \$57,600 for salaries

**Woods Hole Oceanographic Sea Grant Program:** Barnstable County received \$176,721 as a match for the Aquaculture Specialist, Coastal Processes Specialist, and Marine Program Specialist positions

**Buy Fresh Buy Local Cape Cod Resources:** A \$7,500 grant was received from the MA Department of Agricultural

**Household Hazardous Waste Collections:** \$22,000.00 was received from Covanta SEMASS

**Increasing Public Awareness of Safe and Healthy Shellfish Consumption:** NOAA Sea Grant awarded the Extension marine program \$50,440

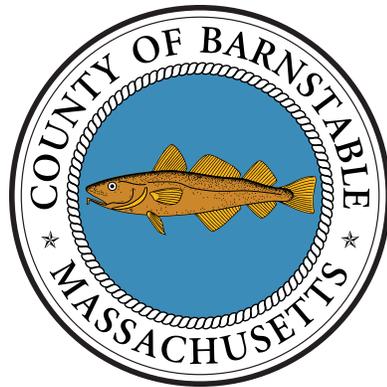
**The University of Connecticut:** \$19,630 was contracted to the Extension marine program from an UConn NOAA to evaluate new shellfish technologies

**MA Fish and Game** – A \$500 grant was received for River Herring Network meetings

**Town of Barnstable** –\$4,061.95 grant from the Town of Barnstable for educational school garden



# **Children's Cove: The Cape & Islands Child Advocacy Center**



## Children's Cove: The Cape & Islands Child Advocacy Center

P.O. Box 427  
Barnstable, MA 02630

Tel: (508) 375-0410  
Fax: (508) 375-0409

[www.childrencove.org](http://www.childrencove.org)

**Stacy Gallagher**  
**Director**  
[sgallagher@childrencove.org](mailto:sgallagher@childrencove.org)

**Lenny Fontes**  
**Associate Director**  
[lfontes@childrencove.org](mailto:lfontes@childrencove.org)

**Holly Brockman-Johnson**  
**Development Coordinator**  
[hbjohnson@childrencove.org](mailto:hbjohnson@childrencove.org)

**Leslie Moreland**  
**Mental Health Coordinator**  
[lmoreland@childrencove.org](mailto:lmoreland@childrencove.org)

**Nancy Raymond**  
**Administrative Assistant**  
[nraymond@childrencove.org](mailto:nraymond@childrencove.org)  
**Beth Christensen**

**Forensic Sexual Abuse Consultant**  
[bchristensen@childrencove.org](mailto:bchristensen@childrencove.org)

**Katie Partin**  
**Family Advocate**  
[kpartin@childrencove.org](mailto:kpartin@childrencove.org)

**Sandy Hebenstreit**  
**Pediatric Sexual Assault Nurse Practitioner**  
(employed through Cape Cod Healthcare and the statewide  
Pediatric Sexual Assault Nurse Examiner (SANE) Program)  
[Sandy.Hebenstreit@MassMail.State.MA.US](mailto:Sandy.Hebenstreit@MassMail.State.MA.US)

Children's Cove offers a safe, welcoming place for children to go when they have been sexually abused, severely physically abused, or witnessed domestic violence. We bring together all of the professionals in this field who have made it their life's work to help. We treat each child with respect, care, and compassion and make it possible for the trauma to stop and the healing begin.

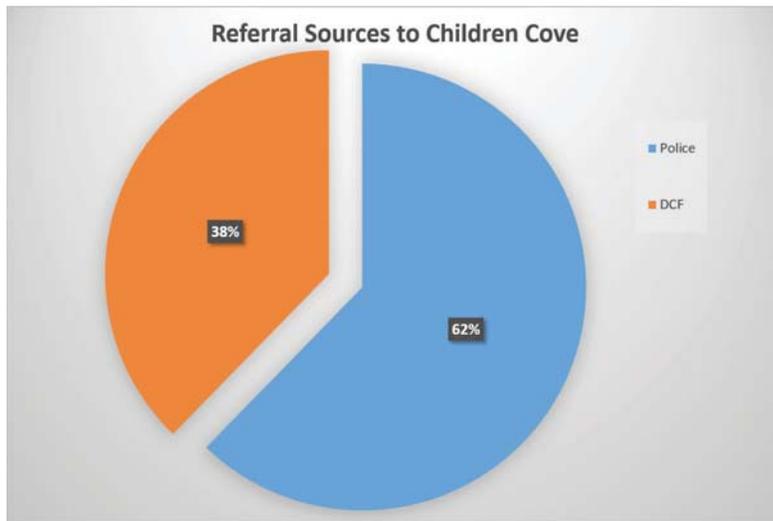
Children's Cove, a department within Barnstable County, is a unique collaborative effort between partner agencies, what's called the Multi-disciplinary team or MDT, including Barnstable County, the Cape and Islands District Attorney's Office, Department of Children and Families, Department of Mental Health and Cape Cod Health Care. We are one of eleven Child Advocacy Centers (CAC) in Massachusetts and one of more than 700 nationally. Children's Cove has proven over the past

18 years that taking a regional approach to helping vulnerable, abused children brings the best out in every agency involved in the recovery of the victim and the prosecution of the offender. As pioneers of a groundbreaking collaborative regional approach, Children's Cove has gained statewide and national attention, a model organization with programs that have been replicated on a broader scale.

Children's Cove is a fully operational and accredited Child Advocacy Center with the National Children's Alliance in Washington DC whose components include the Sexual Abuse Intervention Network (SAIN) Team, (the investigatory piece of the program); the medical exam, with a Sexual Assault Nurse Examiner (SANE) which utilizes a state of the art video med-scope to utilize evidentiary images in court proceedings; case tracking and team review;

family advocacy; specialized therapeutic referrals; education and training; and family program to assist in rebuilding family values once such a tragic event occurs. In addition, Children's Cove has on staff for the first time a full-time person responsible for the marketing, awareness and fundraising activities.

Children's Cove strives to help educate the community on issues surrounding child abuse. Trainings and outreach efforts reach our law enforcement professionals, prosecutors, emergency medical providers, firefighters and child protection professionals. Many individual trainings were also administered throughout the Cape and Islands. Presentations were made to human service providers, community groups, schools, and organizations.



Children's Cove continues to seek opportunities to assist partner agencies in developing on-going training and outreach specifically pertaining to child sexual abuse.

Children's Cove continues to plan and implement its awareness campaign, including radio ads, news articles, and public service announcements as part of its outreach to the community regarding child sexual abuse. We are dedicated to reaching the various communities that comprise the Cape and Islands in order to educate the public about child sexual abuse and learn to have fitting and age-appropriate conversations with their children about healthy boundaries and

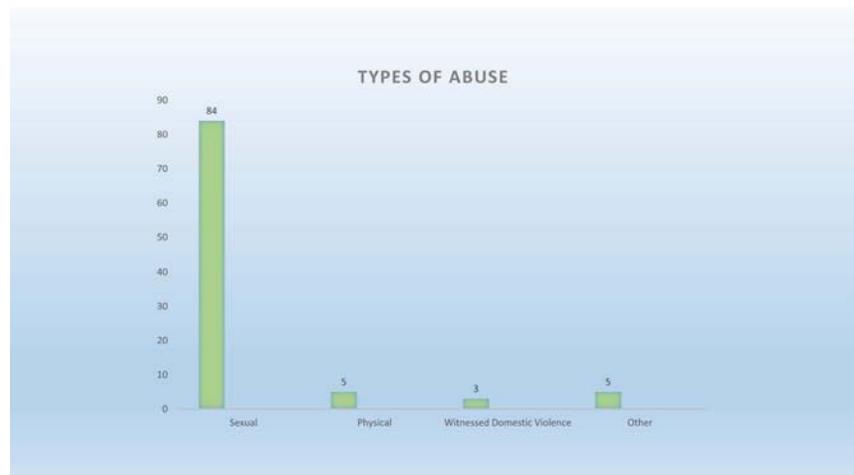
body safety.

To that end, a marketing and development role was added and a new staff person joined Children's Cove in December, 2014. To date, Children's Cove has garnered more than \$30,000 worth of free awareness by implementing a public service announcement campaign in addition to the awareness campaign focused on mainstream radio. Pandora has been added to the schedule to focus the messaging on teen to peer protection strategies so if kids see something, they'll say something and report child sexual abuse.

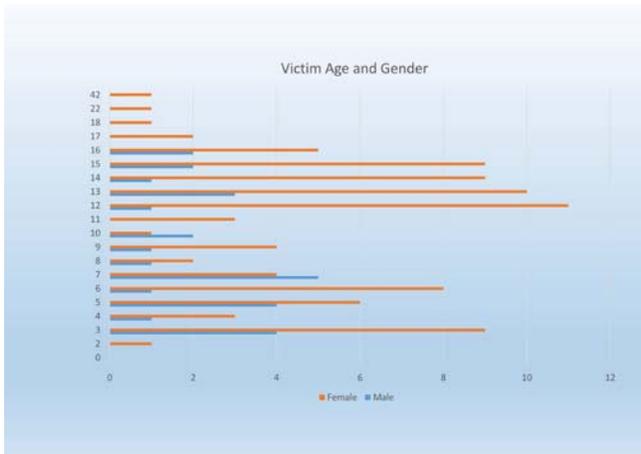
In addition, Children's Cove has initiated a concerted effort to attract and retain volunteers to assist in building awareness to child sexual abuse and assisting with administrative duties and special events.

During the twelve-month period of July 1, 2014 – June 30, 2015, 111 children were seen for services and 76 of the 111 were provided with forensic interviews at Children's Cove. SAIN protocols mandate the victim must have made some form of disclosure and that the alleged abuse is thought to have occurred within the jurisdictional area of Cape Cod and the Islands of Martha's Vineyard and Nantucket. The alleged victim is between the age of two and 17. Cognitive development is taken into consideration.

The legal guardian of the child must also consent to the interview. Based upon these protocols, Children's Cove received referrals on 24 cases from the Department of Children and Families, and 54 referrals from police.

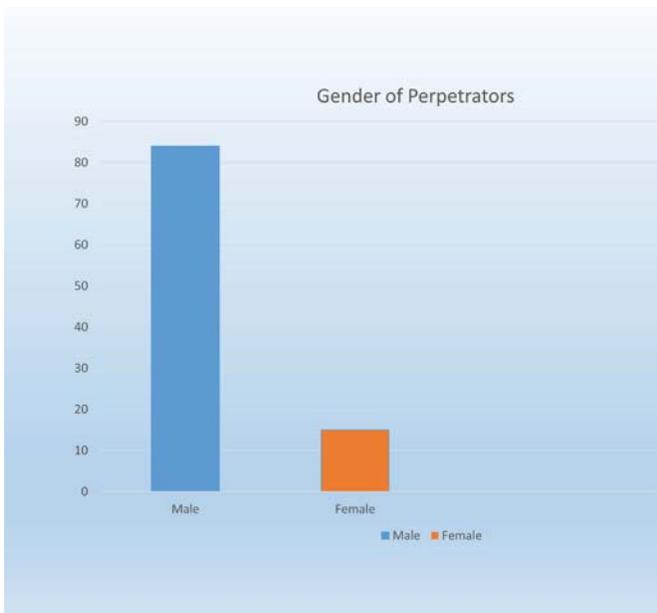


For the 111 children referred to Children's Cove for services, the gender and the age of the victims were



as follows:

For the 68 alleged perpetrators, information concerning the alleged perpetrators is broken into



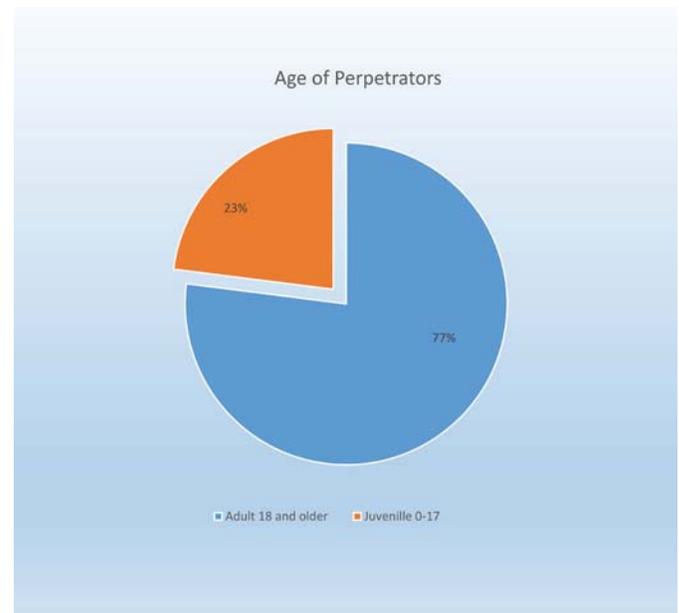
age and gender classifications.

The jurisdictional zones of the Cape and Islands District Attorney's Office and the area office of the Department of Children and Families serve to delineate the areas that Children's Cove can provide routine services for the alleged abuse must have occurred within that area. This includes the fifteen towns of Cape Cod, the six towns on Martha's Vineyard and Nantucket. Fiscal year (FY) 2015 interviews covered consumers from Cape towns and both islands, as well as to children who were visiting these areas and permanently or at the time

of disclosure reside elsewhere. The breakdown is as follows:

The Family Advocacy Program of Children's Cove assists and supports families throughout the entire process at Children's Cove. Assistance with outside referrals and resources, court accompaniment, restraining orders and overall support of the child and family are an essential piece of the program. Our Family Advocate provided 361 individual contacts to family members throughout the course of the fiscal year.

Medical examinations were provided for 11 children. It is the goal of the Nurse Practitioner/Pedi SANE to provide comprehensive, compassionate care to child victims and their families. All children referred to the Children's Cove are offered timely medical examinations with the consent of their parents at no cost. These exams are provided by the Nurse



Practitioner/Pedi SANE on site in the medical suite.

The Children's Cove Mental Health program offers assessment, crisis intervention and the coordination of appropriate referrals to trained, trauma-informed mental health providers to provide on-going services for children and families who are affected by child sexual abuse, severe physical abuse and witness to domestic violence. The Mental Health Coordinator position was created in January 2014 as part of a strategic plan to regionalize services in an effort to reach children and families in underserved communities throughout the Cape and Islands. The

Mental Health Coordinator is a licensed mental health professional trained to assess the child and families mental health needs and provides support and care coordination.

The Mental Health Program has also developed the Children’s Cove Trauma Informed Provider Network (TIPNet) which strives to access community needs, strengthen partnerships and facilitate comprehensive trainings and workshops to raise the standard of care for providers who work with trauma-affected children and families across all disciplines.

Our specialized training program will provide intensive training and on-going support to mental health practitioners with nationally recognized treatment modalities such as TF-CBT (Trauma Focused–Cognitive Behavioral Treatment) and ARC (Attachment Self-Regulation and Competency). The evidence is very clear that child victims and their families who receive timely, evidenced based trauma informed treatment are less likely to experience long term, devastating effects of adverse childhood experiences. This exciting initiative (program) is the foundation of TIPNet, our Trauma-Informed Provider Network, to offer children and families across the Cape and Islands with providers who are trained to expedite the healing process.

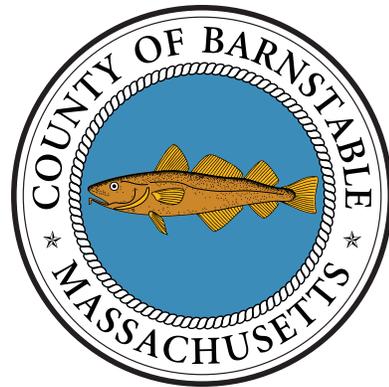
All Children’s Cove services are offered free of charge.





# County Dredge

## “The Codfish”



# County Dredge

Superior Court House  
P.O. Box 427  
Barnstable, MA 02630

**Wayne Jaedtke**  
**Superintendent**

508-375-6634  
wjaedtke@barnstablecounty.org

**Staff:**

**Stephen Bradbury, Captain**  
**Christopher E. Armstrong, Leverman**  
**Jason Bevis, Deckhand**  
**Jacob LaRoche**

## I. INTRODUCTION:

In 1993 Barnstable County conducted a needs assessment and cost benefit analysis of operating a municipal dredge program on behalf of the towns. This report documented that a County operated maintenance-dredging program would be both beneficial to the towns and cost effective to operate.

The County and its legislative delegation approached the Massachusetts Department of Environmental Management (DEM) and requested financial assistance in the form of a \$1 million capital grant for the purchase of a dredge and ancillary equipment. Prior to this grant, the state was responsible for funding 75% of the cost of municipal dredge projects and the town was responsible for the remaining 25%. However, funding constraints at the state level meant that much of the dredge work was not completed on a timely basis or was never accomplished. As stipulated in the grant Agreement, the provision of a capital grant replaces the state funding for municipal dredge projects here on the Cape.

The Barnstable County Dredge Advisory Committee was established in October of 1994. The Committee has representation from all of the Cape towns, except Brewster, which has no navigable harbors, DEM and County staff. The Advisory Committee is responsible for developing the dredge schedule and recommending the dredge rate each fiscal year.

## II. COMPLETED DREDGE PROJECTS:

To date the County has dredged 1,719,721 cubic yards of material from the waterways in 15 Cape and Island towns over 19 years. Barnstable County dredged these waterways at a rate approximately 65% below the market rate. The cost per cubic yard to dredge this material ranged between \$3.33 and \$11.00 per cubic yard. The average market rate for dredge services is over \$18.00 per cubic yard.

If there were no Barnstable County dredge program, it would have cost the tax payers an additional \$716,926 to complete the dredge projects that the County has completed on behalf of the towns on the Cape and Islands in FY 2015. This amount is based on the state paying 75% of the cost of town dredge projects at \$18.00 per cubic yard.

The following projects were completed this fiscal year totaling 102,418 cubic yards of material to nourish the beaches:

- Dennis – Swan Pond River
- Mashpee- Popponeset Bay Channel
- Falmouth- Green Pond Inner Harbor Truro - Pamet River
- Harwich- Saquatucket Inner Harbor
- Falmouth- Eel River Inner Channel

Channel Chatham – Mill Creek  
Mashpee – Popponeset Bay Approach  
Yarmouth- Parkers River Approach  
Dennis/Yarmouth- Bass River  
Dennis – Sesuit Harbor

In addition to a reduced rate for dredging services, the County conducts before and after dredge surveys at a savings of approximately \$6,000 per project to the towns. These surveys are invaluable records in the event of a major hurricane for submission to the Federal Emergency Management Agency as documentation of storm damage.

### III. FISCAL STATUS:

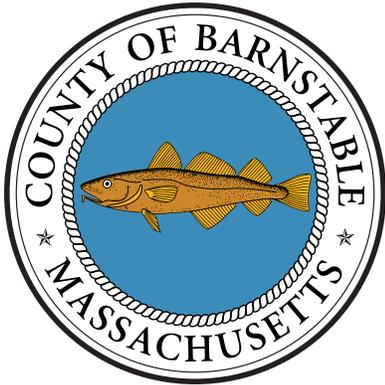
The operating revenue for FY 2015 was \$737,742. As of June 30, 2015 the dredge enterprise account has a reserve fund balance of \$421,082. The purpose of the reserve fund balance is to establish a fund to replace the dredge.



*The dredge Cod Fish and push boat JW Doane passing through the CC Canal.*



# Barnstable County Facilities Department



## Department of Facilities

3195 Main Street/Route 6A  
PO Box 427  
Barnstable, MA 02630

Telephone: (508) 375-6603  
Fax: (508) 362-8758

### ADMINISTRATION

**Stephen C. Tebo**

**Director**

(508) 375-6603

stebo@barnstablecounty.org

**Donald Reynolds**

**Deputy Director**

(508) 375-6604

dreynolds@barnstablecounty.org

**Eileen O'Connell**

**Administrative Supervisor**

(508) 375-6602

eoconnell@barnstablecounty.org

### MAINTENANCE SUPERVISION STAFF

**Kevin St. Pierre**

Working Supervisor

kstpierre@barnstablecounty.org

**Deborah Reynolds**

Custodial Supervisor

### MAINTENANCE STAFF

**Thomas Butler**

Journeyman Plumber/Equipment Specialist

**Dana Cook**

Equipment Specialist

**Jose Couto**

Custodian

**Cory Fleming**

Maintenance/Repair (temp)

**Brian Hayes**

Custodian

**David Hoeft**

Custodian

**Parker Kelley**

Repair/Custodian

**Michael Lally**

Custodian

**Robert Leite**

Custodian

**Aurelio Lima**

Custodian

**Jairo Oliveira**

Custodian

**Jason Pratt**

Maintenance/Repair

**Frank Tavano**

Maintenance/Repair

**Cynthia Weekes**

Custodian

**Dave Eaton**

Mail Clerk

**Joy Potter**

On Call Mail Clerk

**James Coelho**

On Call Mail Clerk

The Facilities Department is responsible for all physical plant operations, general maintenance and planning within the Barnstable County Complex, Second District Courthouse in Orleans, Children's Cove, White House Administration Building, Extension Farmhouse, certain county residences and the former House of Correction.

The physical plant consists of the following nineteen elements:

1. Superior Courthouse, County Complex
2. Deeds and Probate Court, County Complex
3. First District Courthouse, County Complex
4. Police Service Building, County Complex
5. County Complex Grounds, Barnstable
6. County Residences, Bourne
7. Second District Courthouse, Orleans
8. Children's Cove, Barnstable
9. Extension Farmhouse, Barnstable
10. White House Administration Bldg., County Complex
11. Cape Cod Commission, cleaning only
12. Rest Area (seasonal)
13. Recycle Building, Barnstable
14. Former House of Correction, County Complex
15. Health Lab/Water Testing, County Complex
16. Innovation Building, County Complex
17. RDO/AmeriCorps Residence-Bourne, MA
18. RDO/AmeriCorps Residence, Wellfleet, MA
19. Fire Academy, Barnstable



The Facilities Department budget provides funding for the following:

- HVAC, plumbing and electrical systems
- Utilities
- Grounds and parking lot maintenance
- General maintenance and custodial services
- ADA administration and compliance
- Safety and security programs
- Mail collection and distribution
- Rest Area, Route 6, Barnstable, Custodial Services
- County Recycling Program





Second District Courthouse

Grounds Maintenance	\$ 3,364.00
Snow Plowing	\$ 5,820.00
Parking Lot Maintenance	\$ 1,800.00
Catch Basin Cleaning	\$ 850.00
Creation of Safe & Secure Waiting Area (basement)	\$ 4,300.00
Fire Alarm System	\$ 4,615.00
Flooring Improvements	\$ 7,875.00

Superior Courthouse

Exterior Painting	\$ 12,100.00
Interior Painting	\$ 4,800.00
New Sewage Line	\$ 27,455.88
Flooring Improvements	\$ 28,023.90
Exterior Ramp/Stairs Repair	\$ 4,420.00



First District Courthouse

Creation of Sound Separation Cell Area	\$ 1,424.60
Epoxy Outside Stairs	\$ 3,800.00
Software/Mechanical Upgrade HVAC	\$ 3,654.57

Registry of Deeds/Probate

Repair Rear Entrance	\$ 7,075.00
Interior Painting	\$ 6,140.00
Fire Escape Renovation	\$ 7,350.00

County Complex

Parking Lot Cleaning/Catch Basins	\$ 7,700.00
Emergency Snow Removal	\$ 5,048.50
Grounds Maintenance	\$ 24,683.50

Children's Cove

Building Renovations	\$ 8,921.75
----------------------	-------------

Former House of Correction

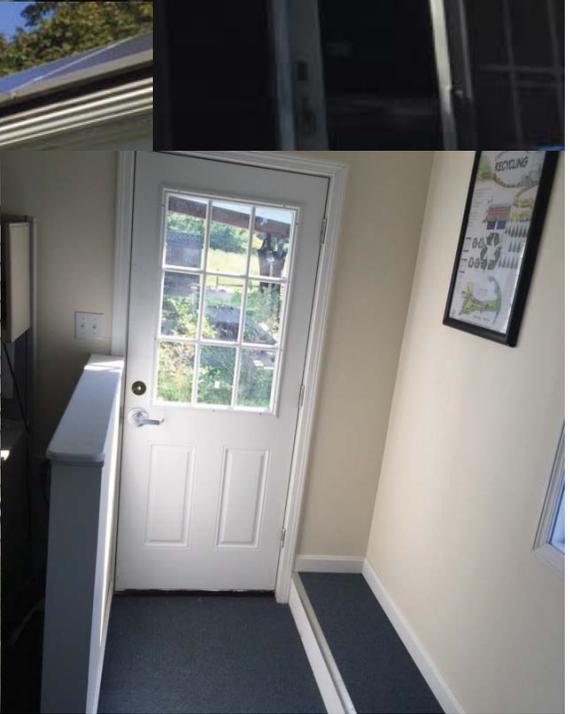
Fire Alarm System	\$ 3,620.00
Window Repair	\$ 1,057.61
ADA Improvements	\$ 25,422.54

Extension Farmhouse

New Roof & Addition Garage	\$ 24,019.93
----------------------------	--------------

**TOTAL \$ 235,341.78**

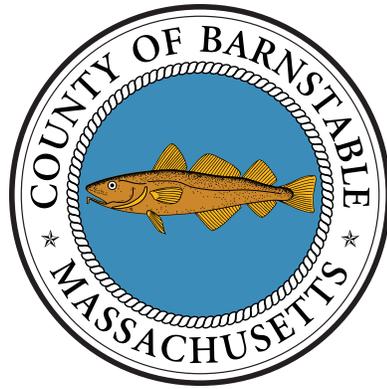






# Report from the Department of Finance

## Statement of Receipts and Expenditures



# BARNSTABLE COUNTY DEPARTMENT OF FINANCE

Superior Courthouse  
P.O. Box 427, 3195 Main Street  
Barnstable, MA 02630

Telephone: (508) 375-6648  
Fax: (508) 362-4136

**E. Mark Zielinski**  
Director/Treasurer (retired)

**Robert C. Lawton, Jr.**  
Interim Director/Treasurer  
(508) 375-6848  
bob.lawton@barnstablecounty.org

**Joanne Nelson**  
County Accountant  
(508) 375-6640  
jnelson@barnstablecounty.org

**Patricia Rogers**  
Assistant Treasurer  
(508) 375-6645  
trogers@barnstablecounty.org

**Kara Mahoney**  
Finance Assistant/Accounts Payable  
(508) 375-6639  
kmahoney@barnstablecounty.org

**Nancy Cushing**  
Payroll/Benefits Coordinator  
(508) 375-6647  
ncushing@barnstablecounty.org

**Elaine Davis**  
Chief Procurement Officer  
(508) 375-6637  
edavis@barnstablecounty.org

The Barnstable County Department of Finance hereby submits its Annual Report for Fiscal Year 2015. The Department is responsible for the financial management of the County. Department activities include Treasury services, Accounting, Accounts Payable, Payroll, Group Insurance/Other Benefits, and Purchasing services.

During Fiscal Year 2015, the Department continued to make improvements in the financial management software system, MUNIS. The Barnstable County Information Technology Department and Finance Department completed the process of streamlining two specific tasks by implementing two additional MUNIS workflows for certain budget transfers, and departmental monthly reports.

The Finance Department continued to manage the accounts for the Cape and Vineyard Electric Cooperative, Inc. (CVEC) during FY2015. Under the Administrative Services Agreement with CVEC, the Finance Department is responsible for managing the financial records and funds of CVEC.

Also in Fiscal Year 2015, the Department worked with the Barnstable County Health and Environment Department to manage the Community Septic Betterment Loan program and maintain the activity of the bonds and notes with the Massachusetts Clean Water Trust. This service provides betterment loans to homeowners in all 15 Cape Cod towns for septic system improvements.

The Finance Department, working with the County Administrator and Board of Regional Commissioners, issued our first bond anticipation note for fiscal years 2014 and 2015. We have developed plans for managing our long-term debt and short-term debt, and will be bringing new ordinances to reduce our debt liability. These actions will improve our overall financial position.

The County's careful fiscal management continued to ensure that the books were closed for fiscal year 2015 with a positive fund balance in the General Fund, and the Cape Cod Commission Fund. The Registry of Deeds Excise Tax Revenues increased by 6.8 % from the previous year to approximately 8.5 million dollars.

Respectfully submitted,

Robert C. Lawton, Jr.  
Interim County Treasurer/Finance Director

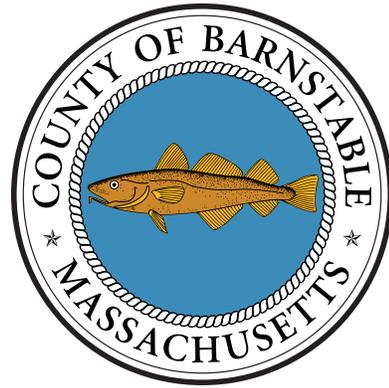
**BARNSTABLE COUNTY**  
**Expenditures: Budget and Actual Information for FY15**

DEPARTMENT # / DESCRIPTION	ORIGINAL APPROPRIATION	CARRYFORWARDS /TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	CONTINUING APPROPRIATIONS	AVAILABLE BUDGET
<b>OPERATING BUDGET</b>							
100 COUNTY COMMISSIONERS OFFICE	481,942.00	(10,642.88)	471,299.12	434,474.95	29,566.03	4,795.87	2,462.27
105 INFORMATION TECHNOLOGY SERV	1,141,012.00	116,524.40	1,257,536.40	1,135,609.41	25,866.19	40,137.99	55,922.81
110 RESOURCE DEVELOPMENT OFFICE	882,591.00	88,585.26	971,176.26	856,276.70	12,893.17	72,643.06	29,363.33
120 CAPE LIGHT COMPACT	0.00	30,000.00	30,000.00	0.00	0.00		30,000.00
130 ASSEMBLY OF DELEGATES	300,863.00	1,626.00	302,489.00	281,609.80	326.75		20,552.45
140 FINANCE	769,849.00	47,516.05	817,365.05	776,156.17	5,062.04	15,740.61	20,406.23
150 AFFORDABLE HOUSING	0.00	5,000.25	5,000.25	5,000.25	0.00		0.00
160 GRANTS TO TOWNS	0.00	6,246.04	6,246.04	6,246.04	0.00		0.00
200 FACILITIES	2,430,538.00	210,480.71	2,641,018.71	2,217,727.76	66,137.96	85,798.27	357,152.99
230 COOPERATIVE EXTENSION	1,924,265.00	244,315.60	2,168,580.60	1,781,469.48	58,275.63		243,037.22
240 REGISTRY OF DEEDS	2,797,745.00	26,330.36	2,824,075.36	2,439,341.93	17,842.64		366,890.79
250 DREDGE	1,028,437.00	28,454.23	1,056,891.23	779,614.93	38,876.88		238,399.42
260 JOINT INITIATIVES	174,148.00	293,264.61	467,412.61	335,357.73	50,856.50	78,186.45	3,011.93
300 HEALTH & ENVIRONMENT	2,887,150.00	(86,573.06)	2,800,576.94	2,646,685.05	27,948.08		125,943.81
310 HUMAN SERVICES	649,199.00	394,734.83	1,043,933.83	825,854.13	37,263.19	32,726.04	148,090.47
320 CHILDREN'S COVE	684,239.00	75,482.83	759,721.83	627,534.90	423.66	29,500.00	102,263.27
330 ELDER SERVICES/MEALS ON WH.	80,000.00	0.00	80,000.00	80,000.00	0.00		0.00
450 PUBLIC SAFETY	1,064,708.00	50,000.00	1,114,708.00	1,064,707.93	0.00		50,000.07
460 FIRE TRAINING ACADEMY	442,909.00	4,710.09	447,619.09	367,870.54	8,138.12		71,610.43
500 CAPE COD COMMISSION	5,276,004.00	59,172.05	5,335,176.05	3,911,570.88	72,505.50	40,851.43	1,310,248.24
560 WATER QUALITY INITIATIVES	427,000.00	443,737.15	870,737.15	277,631.11	495,288.45	92,973.25	4,844.34
900 FRINGE BENEFITS	1,228,243.00	188,548.36	1,416,791.36	921,380.83	0.00	15,619.52	479,791.01
910 SHARED COSTS/MISC EXP.	434,800.00	164,155.60	598,955.60	438,245.18	46,108.26	84,288.44	30,313.72
920 DEBT SERVICE & INTEREST	265,000.00	0.00	265,000.00	0.00	0.00		265,000.00
930 APPROPRIATED RESERVES	175,000.00	515,000.00	690,000.00	0.00	0.00	395,000.00	295,000.00
<b>Operating Budget Totals</b>	<b>25,545,642.00</b>	<b>2,896,668.48</b>	<b>28,442,310.48</b>	<b>22,210,365.70</b>	<b>993,379.05</b>	<b>988,260.93</b>	<b>4,250,304.80</b>

DEPARTMENT # / DESCRIPTION	ORIGINAL APPROPRIATION	CARRYFORWARDS /TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	CONTINUING APPROPRIATIONS	AVAILABLE BUDGET
<b>CAPITAL BUDGET</b>							
105 INFORMATION TECHNOLOGY SERV	791,500.00	187,501.85	979,001.85	628,682.14	132,805.42	217,514.29	0.00
110 RESOURCE DEVELOPMENT OFFICE	0.00	5,785.00	5,785.00	0.00	0.00	5,785.00	0.00
200 FACILITIES	1,214,200.00	1,695,066.54	2,909,266.54	137,598.70	1,346.00	2,750,321.84	20,000.00
250 DREDGE	0.00	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	0.00
260 JOINT INITIATIVES	750,000.00	0.00	750,000.00	232,639.08	348,958.62	168,402.30	0.00
300 HEALTH & ENVIRONMENT	96,100.00	10,162.65	106,262.65	85,658.42	0.00	20,604.23	0.00
Capital Budget Totals	<b>2,851,800.00</b>	<b>3,898,516.04</b>	<b>6,750,316.04</b>	<b>1,084,578.34</b>	<b>483,110.04</b>	<b>5,162,627.66</b>	<b>20,000.00</b>
Grand Totals	<b>28,397,442.00</b>	<b>6,795,184.52</b>	<b>35,192,626.52</b>	<b>23,294,944.04</b>	<b>1,476,489.09</b>	<b>6,150,888.59</b>	<b>4,270,304.80</b>



# Fire Training Academy



# FIRE & RESCUE TRAINING ACADEMY

P.O. Box 746  
Barnstable, MA 02630

Tel: (508) 771-5391  
Fax: (508) 790-3082

info@bcfrta.org  
www.bcftrta.org

## Director

**George Russell**  
grussell@barnstablecounty.org  
(508) 375 6980

## Deputy Director

**Mark Foley**  
mfoley@barnstablecounty.org  
(508) 375 6987

## Rescue Programs

**Thomas Kenney**  
(508) 375 6984

## Live Fire Programs

**Dennis Macedo**  
dmacedo@barnstablecounty.org  
(508) 375 6979

## Haz Mat Programs

**Norman Sylvester**

## Mask Fit Program

**Scott Smith**  
ssmith@barnstablecounty.org  
(508) 375 6985

## Maritime Program

**Michael Dandurand**  
mdandurand@barnstablecounty.org  
(508) 375 6986

## Firefighter 1/11 Program

**Joseph Mayo**  
jmayo@barnstablecounty.org  
(508) 375 6982

## Industrial Programs

**Paul Tucker**  
ptucker@barnstablecounty.org  
(508) 375 6983

## FIRE AND RESCUE CLASSES HELD

Citizen Fire Academy: 1 day  
Cold Water Operations 1 day  
Confined Space: 2 day program  
Confined Space Emergencies: one - 2 day program  
Dive Drill - 1 day  
EMT & Para-med training - 72 days  
Fire Awareness BCSC Recruits: 2 days  
Fire Safety (Boy Scouts Merit Badge):  
Fireground Survival: two - 1 day programs  
Ground Ladders six - one day programs  
HazMat Awareness: 1 day  
ICS-400: one - 2 day class  
Live Burn (TIC): two - 1 day programs  
Live Burn: eighteen - 1 day class  
Pump Operations: one - 2 day class  
Pumps: 2 days

Rapid Intervention Training - 32 days  
SCBA: 1 day  
SCBA-Mayday: 1 day  
Search-SCBA: 1 day  
Tower Operations: 1 day  
Water Rescue Awareness: 1 day  
Water Rescue Operations: 1 day  
Firefighter I&II 2015 - 15 weeks  
Mask Fit Program 2015

## INDUSTRIAL PROGRAMS

Advanced Marine Firefighting  
Basic Marine Firefighting  
Energy Nuclear Operations  
Industrial Confined Space & HazMat  
Massachusetts Maritime Academy

## DEPARTMENTS USING THE BURN, SEARCH BUILDING OR FACILITIES

### *Cape Departments*

Barnstable County Sheriff Correctional Recruits  
Barnstable Fire Department  
Bourne Fire Department  
Brewster Fire Department  
Cape Cod Regional Law Enforcement Council  
Swat Team  
Centerville Osterville Marston Mills Fire  
Department  
Chatham Fire Department  
Cotuit Fire Department  
Eastham Fire Department  
Falmouth Fire Department  
Falmouth Department of Public Works  
Harwich Fire Department  
Hyannis Fire Department  
Mashpee Fire Department  
Massachusetts Military Reserve Fire Department  
Orleans Fire Department  
Provincetown Fire Department  
Sandwich Fire Department  
Wellfleet Fire Department  
West Barnstable Fire Department  
Yarmouth Fire Department  
Yarmouth Police Department

### *Off Cape Departments*

Kingston Fire Department  
Plainville Fire Department  
Plymouth Fire Department  
Wareham Fire Department

## SELF CONTAINED BREATHING APPARATUS (SCBA) MASK FIT TESTING

SCBA Fit testing for 2015 was a successful year with 544 Cape Cod firefighters tested the highest number tested to date. On average to have a company come to the cape and test each Firefighter there is an associated cost of anywhere from \$30.00- \$45.00 per test or \$16,320 - \$24,480. The Barnstable County Fire Academy does not charge its fire departments to come out and

test the firefighters which cuts this cost to Cape departments.

This year we were fortunate enough to have two FIT test machines that worked flawlessly throughout the testing season. These testing machines were able to give us the most specific testing to meet the standards of OSHA, NFPA and NIOSH. Along with being more specific it is an easier, faster test then we have seen in past years and in return benefits the departments and the Academy by saving time and money.

I would like to thank the staff members at Barnstable County Fire Rescue Training Academy for your devotion and professionalism. Without this team it would not have been such a successful year.

Thank you!!

Scott A. Smith  
FIT Test Coordinator





## PROFESSIONAL DEVELOPMENT PROGRAMS

### *ICS program*

The Academy continues to deliver ICS 300 & 400 programs for moderate amount of county personnel as well as some off Cape management personnel. We continue this without the support from MEMA since they no longer support outside agencies. These programs were very well attended and still appear to be in high demand although not as high as previous years. Our plan for the near future is to continue to deliver these programs on a regular basis.

### *Fire Instructor & Fire Officer I & II*

Both these programs had to be postponed this past year due to low enrollment. We tried to run these in the spring rather than the fall which turned out to be unsuccessful. This year we are back to September / October time frame and both programs are full. We will continue to run these programs annually in the fall.

### *Fire Programs*

All fire programs were well attended this fiscal year and were delivered without incident. Our plan to update fire programs will continue through the next year to keep up with changing

technologies and tactics. This is being accomplished through the dedication of both veteran and new instructors and staff both while at the academy and while away from the facility. Our plan is to once again meet with the County Chiefs to review any special requests for training they may have for the current and next fiscal year.

Dennis Macedo  
Program Coordinator

## RESCUE PROGRAMS

Rescue programs continue to support the other programs being delivered at the academy as well as, participation in the Firefighter I/II class and Firefighter Survival Skills. In support of the Industrial aspect, we continue to offer multiple classes in the Dangers of Confined Space Operations to the Public Works Department of Cape Cod.

Thomas Kenney  
Program Coordinator

## MASSACHUSETTS MARITIME ACADEMY PROGRAM

Again this year we were able to continue to provide Fire training to the Massachusetts Maritime Academy and their Regiment of Cadets. We were able to conduct training at both the campuses of Massachusetts Maritime Academy as well as Barnstable County Fire & Rescue Training Academy.





This year we provided a very basic training program geared to introducing firefighting to the Sea Science and Leadership Program, a program which is aimed at future cadets of MMA. In this Sea Science and Leadership program we were able to train approximately 120 High School students located from all over New England and ranged in age from 15-18 years old.

In September the Regiment of Cadets who are in the maritime licensing programs of Marine Transportation and Marine Engineering, start their firefighting training. These cadets are required by the United States Coast Guard to fulfill the STCW (Standards for Training Certification and Watchkeeping) prior to their graduation and licensing by the USCG.

We successfully trained 886 cadets between all four years of the program in both Basic and Advanced Marine Firefighting. In addition to training those cadets in the Marine Transportation and Marine Engineering degree programs, we also provided basic fire training to 38 cadets in the Emergency

Management degree program. In total we trained 992 cadets this year in firefighting.

## **FIREFIGHTER 1 & 2 PROGRAM**

January 2015 the Barnstable Fire Academy started the most current class for the Firefighter I and II program. The class consisted of 20 recruits from the towns of Bourne, Brewster, Chatham, Cotuit, Orleans, Truro, Wellfleet, Provincetown and Yarmouth.

The recruits were trained in the areas of Basic Fire Suppression, SCBA, Search and Rescue, Vehicle Extrication, Ladders, and Hazardous Materials, as well as many other subjects to assist them in their training to become a firefighter.

For nineteen weeks the students endured the cold and a little bit of snow on 2 week nights and a full Saturday each week to surpass the standards of Firefighter I and II as set by the Massachusetts Fire Training Council. The Director, the Deputy Director, as well as the training staff of the Barnstable Fire and Rescue Academy are proud to have brought 18

students to graduate on June 6, 2015. The students will now return to their respective communities to help serve and protect. These students are on course to take their certification exam for the State of Massachusetts on September 12 and 13, 2015.

Joseph Mayo  
Program Coordinator

## **INDUSTRIAL PROGRAMS**

The Industrial program is a major source of revenue for the fire academy. We are very pleased to be associated with The Entergy Company for over 35 years and more recently the Massachusetts Maritime Academy. One of our goals is to build on these programs and look to the private and public sector to bring additional funds to help offset the cost of operating the Fire Academy.

Paul Tucker  
Program Coordinator

## **DIRECTOR'S COMMENTS**

As many of you know the Academy is a vital regional training facility for the Fire Department in Barnstable County. We offer Fire, Technical Rescue, Emergency Medical Services, Incident Management Team, Regional Emergency Planning Committee, Maritime, and Police Training. We also do Incident Command System, and National Incident Management Systems training for Barnstable, Nantucket, and Dukes Counties

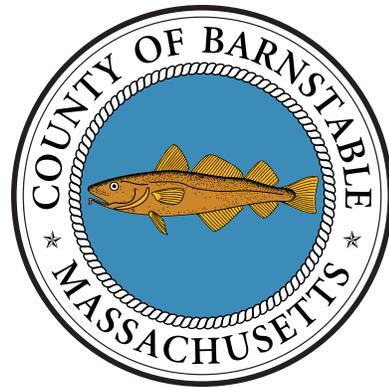
I would like to take a moment to thank the staff, county employees, all the Barnstable County Fire Departments, and the county commissioners for all their help this past year.

George Russell  
Director of Fire Training





# **Report from the Department of Health and Environment**



# DEPARTMENT OF HEALTH & ENVIRONMENT

3195 Main Street / P.O. Box 427  
Barnstable, MA 02630

Main Line: 508-375-6613  
Administration Fax: 508-362-2603  
Laboratory Fax: 508-362-7103  
www.barnstablecountyhealth.org

## Administration Division

**George R. Heufelder, M.S., R.S.**  
**Director**  
508-375-6616  
gheufelder@barnstablecounty.org

**Barbara Austin,**  
**Administrative Supervisor**  
508-375-6614  
baustin@barnstablecounty.org

## Water Quality Laboratory Division

Hours: 8:00 am – 4:00 pm, Monday – Friday  
Main Telephone: 508-375-6605  
Fax: 508-362-7103

**Gongmin Lei, M.S.**  
**Laboratory Director**  
508-375-6606  
gmlei@barnstablecounty.org

**Lacey Prior, B.S.**  
**Chemist**  
508-375-6609  
lprior@barnstablecounty.org

**Ken Ni, B.S.**  
**Chemist**  
-375-6608  
kni@barnstablecounty.org

**Kelby Karnes, B.S.**  
**Chemist**  
508-375-6736  
kkarnes@barnstablecounty.org

**Ryan Lucier, B.S.**  
**Bacteriologist**  
508-375-6607  
rlucier@barnstablecounty.org

**Diane Brown, B.S.**  
**Laboratory Technician**  
508-375-6611  
dbrown@barnstablecounty.org

**Elna Hughes**  
**Laboratory Assistant**  
508-375-6605  
ehughes@barnstablecounty.org

**Jennifer Doherty, A.A.**  
**General Laboratory Assistant**  
508-375-6674  
jdoherty@barnstablecounty.org

**Howard Weigel, B.B.A.**  
**Information Specialist/Billing**  
508-375-6675  
hweigel@barnstablecounty.org

**Veronica Tavares, A.A.**  
**Lab Support Assistant**  
508-375-6892  
veronica.tavares@barnstablecounty.org

## Environmental Health Division

### **Emergency Planning**

**Sean O'Brien, B.S., R.S.,**  
**Coordinator/Deputy Director**  
508-375-6618  
sobrien@barnstablecounty.org  
bcrepc@barnstablecounty.org

## **Emergency Preparedness Project Assistants**

**Amy L. Alati, B.G.S., M.R.P.**  
508-375-6908  
aalati@barnstablecounty.org

**Philip Burt, B.A., M.S.**  
508-375-6902  
pburt@barnstablecounty.org

**Michael Walker, M.A.**  
**Incident Management Team Coordinator**  
508-375-6732  
mwalker@barnstablcounty.org

## **Environmental Specialists**

**Marina Brock, B.A., R.S.**  
508-375-6619  
mbrock@barnstablecounty.org

**Lynn Mulkeen, B.A., R.S.**  
508-375-6676  
lmulkeen@barnstablecounty.org

**Erika Woods, B.S., R.S.**  
508-375-6620  
erika.woods@barnstablecounty.org

## **Environmental Project Assistants**

**Brian Baumgaertel, B.A., R.S.**  
508-375-6888  
bbaumgaertel@barnstablecounty.org

**Bethany Sadlowski, B.A., R.S.**  
508-375-6844  
bsadlowski@barnstablecounty.org

**Carol Eastman, B.S., R.S.**  
508-375-6910  
carol.eastman@barnstablecounty.org

**Lindsey Wright**  
Alternative Septic System Tracking Program  
508-375-6901  
lwright@barnstablecounty.org

## **Alternative Septic System Test Center**

**Keith Mroczka, B.S.**  
**Test Center Operator**  
508-563-6757  
masstc@barnstablecounty.org

## **Project Assistants**

**Cameran Meyers, B.S.**  
508-375-6898  
cameran.meyers@barnstablecounty.org

## **Cape Cod Medical Reserve Corps**

**Jean M. Roma, M.S.N, APRN-BC**  
**Program Director**  
508-375-6641  
jroma@barnstablecounty.org

## **Public Health Nursing Division**

**Mark E. Collins, M.D. Medical Consult/Director**

**Deirdre Arvidson, B.S.N., R.N.**  
**Public Health Nurse**  
508-375-6617  
darvidson@barnstablecounty.org

**Marypat Kane, A.B.**  
**Administrative Assistant**  
508-375-6837  
marypat.kane@barnstablecounty.org

(25) Staff Contract Nurses

## **Cape Cod Regional Tobacco Control Program**

**Robert Collett, B.S.**  
**Program Director**  
508-375-6621  
bcollett@barnstablecounty.org  
General Info Line: 508-375-6624

**Patricia Lindauer, M.S.**  
**Tobacco Control Compliance Inspector**  
508-375-6622  
Plindauer@barnstablecounty.org

**Health Educator Sonja Sheasley**

## Community Septic Management Loan Program Division

**Kendall T. Ayers, B.A.**  
**Program Administrator**  
 508-375-6610  
 kayers@barnstablecounty.org

**M. Angela DoCarmo, A.A.**  
**Administrative Assistant**  
 508-375-6877  
 adocarmo@barnstablecounty.org

**Cynthia L. Madden**  
**B.S., Billing / Collection Specialist**  
 508-375-6855  
 cwallace@barnstablecounty.org

**Marissa McKenna, B.A.**  
**Billing / Collection Assistant**  
 508-375-6899  
 mmckenna@barnstablecounty.org

Since its creation by a Special Act of The Legislature in 1926, the Barnstable County Department of Health & Environment (BCDHE) has been providing instrumental services to local boards of health that promote regional efficiencies while continuing to support each individual town's autonomy. The role of public health ranges from emergency planning to environmental monitoring (beaches, landfill surveillance, indoor air quality), disease prevention, environmental health and safety training, smoking prevention, health screening and encouragement of health lifestyles, community sanitation and even the practical application of providing loans for septic system repair and replacement. The primary mission of the Department is to protect public health and the environment and to promote the physical and mental health and well-being of the residents of Barnstable County. The following division structure reflects a diversity of services in nearly every aspect of public health.

### ADMINISTRATION

The Administration Division oversees the Department's budget and programs and provides an avenue through which citizens and towns can directly access services and information relative to public health and the environment. In FY2015, the Administrative Division prepared several grants to support the following: bathing beach monitoring, the Massachusetts Alternative Septic System Test Center (MASSTC), homeland security efforts, public health screening for at-risk populations, public health emergency preparedness efforts and

the Cape Cod Medical Reserve Corps, which serves the towns when public health emergencies arise.

### Department Website

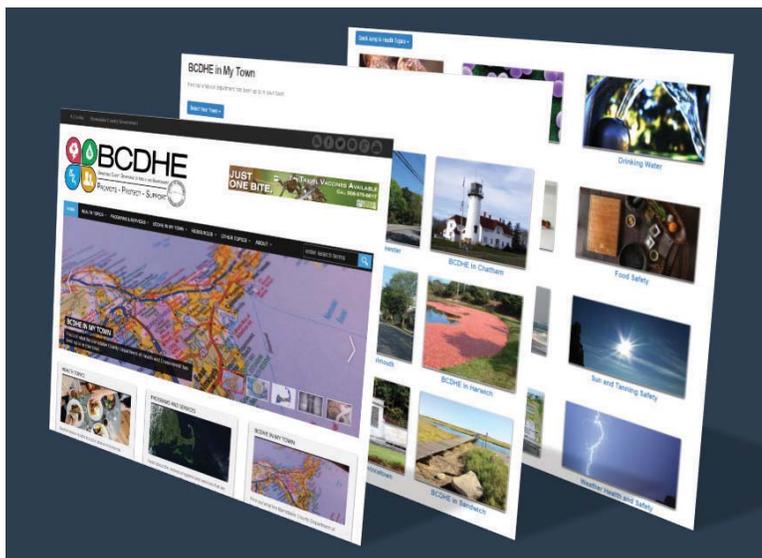
This fiscal year saw the development and release of a new website for the Department. The design focus was on providing useful information to both citizens and elected officials. Of particular note is the addition of the "BCDHE in My Town" feature, which gives a running list of the activities completed in each town. The website also includes an in-depth "Health Topics" section, which provides information on a wide variety of topics pertinent to the health and safety of Barnstable County citizens.

## ENVIRONMENTAL HEALTH

### Inspectional Services

Barnstable County Department of Health and Environment field staff members maintain the readiness and certifications necessary to assume health agent responsibilities in any town whose needs require immediate assistance for any reason. The Department's close and regular communication with local boards of health and their agents makes any such event seamless to the public.

Under supervision of Senior Environmental Specialist Lynn Mulkeen, the Department provided annual training to three seasonal health inspectors who worked full-time to assist local boards of health



*The new and improved Barnstable County Department of Health and Environment Web site was launched in May, 2015.*

in meeting the public health and safety demands of Cape Cod's summer tourism. Department inspectors conducted approximately 1,000 restaurant/retail food establishment and swimming pool inspections across Barnstable County in FY2015, including complaint follow-up and repeat inspections when necessary. In the event of a public health emergency such as a storm, power outage or boil water order, inspectors are available to provide education and communication to the public and local businesses.

### **Massachusetts Alternative Septic System Testing Center**



*The Massachusetts Alternative Septic System Test Center (MASSTC) is sustained by fees collected for the testing of vendor products. Nearly every major vendor of advanced treatment technologies has at one time utilized this proving ground before obtaining approval for use in citizens' backyards.*

Since 1999, the Department has operated the Massachusetts Alternative Septic System Test Center (MASSTC), which remains at the forefront of testing and researching alternative means of treating wastewater onsite. Research efforts in FY2015 included the role of shallow-placed septic systems in treating contaminants of emerging concern and non-proprietary means of enhancing nitrogen removal. In addition, the Test Center hosted a number of field trials under the EPA Small Business Innovation Research (SBIR) Program. The Test Center is operated by staff member Keith Mroczka and Department Director George Heufelder and is one of only a few such facilities in the United States that provides opportunities for research, development and testing of onsite septic system technologies.



*Town health agents receive instruction on the latest advanced onsite septic system treatment technologies at the Massachusetts Alternative Septic System Test Center (MASSTC). Health Agents can obtain required continuing education credits to maintain their certifications without leaving the local area.*

### **Innovative/Alternative Septic System Education and Tracking**

As towns struggle with the necessity to reduce the flow of wastewater-based nitrogen into our shared groundwater, ponds, bays and estuaries, advanced onsite septic system treatment units or Innovative/Alternative Systems (I/A) have been installed in many locations across Cape Cod as a means to control human-produced nutrients.

In 2005, the Department instituted a regional program to assist towns in monitoring their I/A septic systems. An Internet database was developed to collect inspection reports and effluent sample monitoring results. The database also gives regulators the ability to track the compliance of every system. By FY2015, over 1,900 I/A systems representing 39 different I/A technologies were being tracked. In addition to tracking operation and maintenance compliance, the database is also used to track system performance.

An online charting system has been made available to the public in an effort to make I/A technology performance data more easily accessible. Data from single-family, multi-family and commercial I/A technologies are presented in a format that graphically summarizes the multitudes of data for each individual system. The application is accessible at <https://septic.barnstablecountyhealth.org>.



*Experimental soil columns are constructed at the Massachusetts Alternative Septic System Test Center (MASSTC) to test the efficiency of different soil type in removing Contaminants of Emerging Concern (CEC).*

### Landfill Monitoring

Consistently stringent requirements for the surveillance of groundwater plumes beneath landfills resulted in the continued sampling and maintenance of well locations in multiple towns across Cape Cod over the last year. Eleven Cape Cod towns currently depend on Department staff for post-closure or operational monitoring of their landfills. This results in over 600 well samplings annually. The Department also assists five towns in the specialized monitoring of soil gases required as part of the landfill closure process.



*Seasonal beach sampler Breanna Roberts prepares a beach water sample for analysis.*

### Bathing Beach Water Quality Monitoring

The Bathing Beach Monitoring Program serves 15 towns Cape-wide; one sample is collected from every operational town beach on a weekly basis per Massachusetts regulations. Semi-public beaches (beaches that have common access and/or common use by an organization such as a homeowner's association or hotel/motel) also are required to comply with the regulations and many choose to participate in the program as well. When bacteria levels in any one of these samples exceeds the allowable limits, the town health agents and/or semi-public operators are notified to close their beach and samplers immediately gather re-tests to ensure that the beach may be re-opened as soon as results are favorable. Collectively, the samplers are responsible for sampling beach water at over 350 Cape Cod beaches every week.

In FY2015, the task of overseeing this extensive program was executed by Environmental Project Assistants Bethany Sadlowski and Carol Eastman. Since 2010, the Department has assisted towns and semi-public operators by offering to permit semi-public beaches in towns that chose not to require a permitting fee. Furthermore, the Department provided replacement signs that had been designed, commissioned, and produced in 2010 to meet the new regulatory requirements at the lowest possible cost. The signs were utilized Cape-wide for a sixth year.

Over 4,500 samples were collected and processed during the summer bathing season from 235 marine and 117 freshwater beaches on Cape Cod. Testing results were published real-time and daily on the Department website as well as the state Department of Public Health statewide beach website.

For more information regarding the Bathing Beach Monitoring Program, please visit <http://www.barnstablecountyhealth.org/bathing-beach-water-quality>.



*Seasonal beach sampler Emily Michele Olmsted samples beach water in Falmouth.*

### **Rabies Awareness and the Cape Cod Oral Rabies Vaccination Program**

The Barnstable County Department of Health and Environment, in conjunction with the Cape Cod Rabies Task Force (CCRTF), continues to assist towns with maintaining control of terrestrial raccoon rabies on Cape Cod. The raccoon variant of rabies has been identified in all fifteen towns throughout Barnstable County.

The CCRTF, co-chaired by Department staff member Erika A. Woods and Karl Von Hone of the Yarmouth Division of Natural Resources, continues to meet regularly to coordinate with local health directors, animal control officers and natural resource officers Cape-wide. Through these coordination efforts, the CCRTF works to facilitate the education of residents and visitors throughout Barnstable County in order to implement town policies and procedures and coordinate the semi-annual distribution of the Oral Rabies Vaccine (ORV) for the purpose of vaccinating local wildlife against the

rabies virus. Due to favorable results, the ORV bait zone has steadily been shifted westward towards the canal. The five-year goal of the Cape Cod Oral Rabies Vaccination Program is the elimination of raccoon-variant rabies from peninsular Cape Cod and the re-establishment of a sufficient mainland barrier through the use of bait stations. The ultimate goal is permanently preventing the re-emergence of terrestrial rabies on Cape Cod.

### **The Cape Cod Hoarding Task Force**

The Cape Cod Hoarding Task Force (CCHTF) was formed in 2010 to bring information, education and resources to individuals who are struggling with compulsive cluttering. Chaired by Senior Environmental Specialist Erika A. Woods and overseen by a five member steering committee, The Task Force membership includes public health officials, animal control officers, social and elder services workers, professional home organizers, senior move specialists, mental health providers, police, fire and other concerned professionals, from all over Cape Cod. The mission of the CCHTF is to sensitively raise awareness of compulsive hoarding and provide education and support for those affected by hoarding through accessible tools, referrals and resources.



*Cape Cod Hoarding Task Force Chair Erika Woods speaks at the Statewide Steering Committee on Hoarding (SSCH).*

Currently, the CCHTF is partnered with the Massachusetts Chapter of the Obsessive Compulsive Disorder Foundation and the Statewide Steering Committee on Hoarding. The group continues to offer educational trainings and maintains a growing

list of resources and training videos that can be accessed on their website, [www.hoardingcapecod.org](http://www.hoardingcapecod.org).

In FY2015 the CCHTF was awarded a \$2,143 Lee A. Mannillo grant from MassHousing to expand on the successful Buried in Treasure (BIT) self-help support group that the Task Force began offering in 2014. The BIT workshop is a facilitated support group that focuses on chapters in the book, *Buried in Treasures: Help for Compulsive Acquiring, Saving, and Hoarding*. Due to the group's success, the Task Force used the MassHousing grant funding to assist in the facilitation of support groups on both the upper and lower regions of Cape Cod in order to reach more individuals in need. Finally, the CCHTF was awarded a \$5,000 Community Health Network Area (CHNA) grant that was matched by funds from the Barnstable County Resources and Development Office to provide direct one on one services to individuals participating in the BIT workshops. The funds also provided training for direct care workers who were already working in cluttered/ hoarded homes, enabling them to learn vital hoarding intervention skills.

### Environmental Health and Safety

The chief goal of the Environmental Health and Safety (EHS) program is to work collaboratively to promote and enhance environmental compliance and improve health and safety in the workplace and beyond. This program seeks to push the envelope of more traditional approaches to focus on all-inclusive prevention of the myriad of issues associated with the lack of EHS compliance within our community. Senior Environmental and Public Health Sanitarian Marina Brock provides site-based assistance to municipal agencies, private businesses, and the residents of Cape Cod in an effort to tackle these critical interests.

A vital offering of the EHS Program is assisting with Occupational Health and Safety Administration (OSHA) compliance. This might include evaluation of hazardous work processes, recommending safe work procedures, providing training, reconciling grievances and creating OSHA compliant plans. Through this service, the Program may recommend

and implement work process alternatives to eliminate or reduce compliance burdens and mitigate potential risks and workplace hazards. The Program frequently acts as an advocate to our local agencies, enabling the consolidation of resources, resolution of grievances and complaints, improvement of helpful assistance and reduction of unproductive and costly enforcement actions and fines.

From an environmental perspective, the Program's focus is on hazardous material and waste management. All applicable state, local, OSHA, National Fire Prevention Association (NFPA) and Environmental Protection Agency (EPA) standards are integrated to eliminate redundant compliance activities. By evaluating all EHS issues, it is possible to streamline and reduce the overall compliance burden on our facilities, thereby preserving available resources. The ultimate focus is on safe hazardous material management, addressing all areas of storage, use, and disposal. The Program encourages the reduction of hazards and risks through the use of non-hazardous



*Environmental Specialist Marina Brock trains dock workers on personal protective equipment at the Kingman Yacht Center, June 2015.*

or lesser hazard materials, re-use or recycling of materials/wastes and, lastly, appropriate disposal if no other options exist. In FY2015, we conducted 157 job and worksite assessments, trained over 500 workers, fielded over 390 phone calls and addressed EHS issues in every town across Barnstable County.

The successes of the Program's initiatives include risk reduction and loss prevention in worker

accident/ injury/disability avoidance and prevention of environmental degradation. The Program's efforts have resulted in significant cost savings in the form of reduced Workman's Compensation claims and insurance premium costs, as well as cleaner water, land and air. The Program highlights what can be accomplished when existing groups come together as a team towards a unified goal encouraging a safer, cleaner environment. The Program is also currently forming a partnership with regional public works authorities and developing a training center for conferring basic OSHA certifications to local Department of Public Works (DPW) workers Cape-wide, adding further protection against work-related injuries and disability claims.

Several hundred annual residential calls are received by the EHS Program that cover the spectrum of indoor air quality (IAQ) including mold, hazardous material/waste, asbestos, allergies and other environmental illnesses. Additionally, the Program provides real-time assessment, identification, analysis and resource assistance for lead paint, asbestos, mold, and numerous other household hazardous material issues.

Finally, the EHS Program has a working relationship with numerous state and federal agencies. This collaboration effectively increases Program activities and efficiency by forming service partnerships with regional, state and federal agencies, as well as educational institutions. These affiliations have proved extremely effective; providing applied field assistance in the form of direct program services to our towns, facilities, operators and employees. Thirty-

eight Massachusetts Maritime Academy students provided services to 27 of our municipal agencies last year through internships, independent study programs, individual projects in facility assessments/ audits and development of written safety programs and training.



*Howard Weigel, Information Specialist, receives samples at the reception desk and logs them into the laboratory information management system.*

## WATER QUALITY LABORATORY

The Barnstable County Water Quality Laboratory is certified by the Massachusetts Department of Environmental Protection (MassDEP) Laboratory Certification Office and provides analytical services to Barnstable County's private residents and municipalities alike. One primary directive of the Laboratory is to provide high quality analyses of various contaminants in drinking water. Accordingly, the Laboratory assists water departments on Cape Cod in meeting the monitoring requirements necessary for adherence to state and federal water quality standards. Water departments benefit from the flexibility of the Laboratory to assist when periodic problems arise, such as the seasonal and transient occurrences of bacteria. The Laboratory also provides analytical services to owners of private drinking water wells and weekly sample pick-up in Wellfleet, Truro, Eastham, Brewster, Falmouth and Mashpee.

In addition to drinking water, the Laboratory conducted analyses of a wide variety of environmental samples during FY2015, including bathing beach samples (over 4,500 samples processed), shellfish harvesting area samples, pond and lake samples,

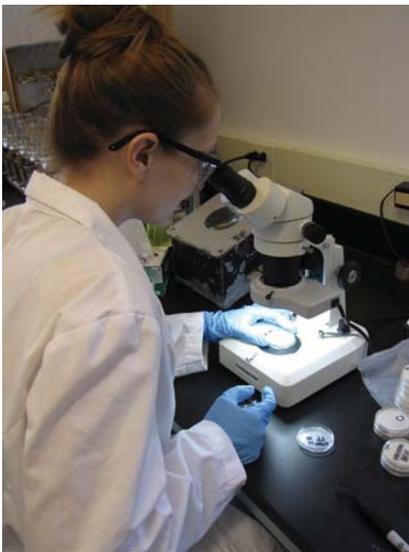


*Laboratory Chemist Lacey Prior prepares drinking water samples for analysis.*

wastewater samples from the Massachusetts Alternative Septic System Test Center (MASSTC), swimming pool and spa samples and samples associated with town-requested special projects, such as continuing town-wide assessment of nitrates in Eastham and Truro.

Currently, the Barnstable County Laboratory is certified to measure 53 water quality parameters. These certified parameters must be reviewed and recertified annually. In addition, an on-site inspection is conducted every two years by MassDEP. A significant challenge in FY2015 was to prepare for these on-site inspections. The microbiology facilities and procedures were inspected on September 15, 2014, and the chemistry facilities and procedures were inspected on November 18, 2014. The Laboratory passed both inspections successfully.

On August 20, 2014, the Laboratory was visited by the National Sanitation Foundation (NSF International) for an on-site inspection. The purpose of this inspection was to insure that the Laboratory meets requirements of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Any deficiencies brought to our attention during this inspection were satisfactorily corrected.



*Seasonal beach sampler Breanna Roberts counts Enterococci bacteria under the microscope to determine contamination levels at one of Barnstable County's marine beaches.*

The Laboratory purchased a new Purge and Trap Autosampler in FY 2015 for the analysis of Volatile Organic Compounds (VOCs). The new unit replaced an existing outdated unit that was more than ten years old.



*E.coli bacteria grown on a petri dish indicate a bacterial exceedence at one of Barnstable County's freshwater beaches.*

In recent years, the Laboratory has been forced to subcontract a considerable number of analyses to other laboratories. This was due to a combined lack of certification and limits on laboratory space and personnel. In FY2015, after moving to a larger state-of-the-art facility, the Laboratory developed plans to become certified in and conduct additional procedures that could be performed in-house, including biological oxygen demand (BOD). The Laboratory also purchased a Flow Injection Analysis System/Quickchem 8500 Series 2 instrument to conduct and achieve certification in the analysis of Total Kjeldahl Nitrogen (TKN), ammonia, total phosphorus, ortho-phosphate and total cyanide. More information on the Laboratory can be found at <http://www.barnstablecountyhealth.org/programs-and-services/water-quality-laboratory>.

## **COMMUNITY SEPTIC MANAGEMENT LOAN PROGRAM**

The Community Septic Management Loan Program (CSMLP), aimed at upgrading failed residential septic systems to Title 5 standards, was made possible by the enactment of the Open Space Bond Bill of 1996. This law appropriated \$30 million to the Massachusetts Department of Environmental Protection (MassDEP) to assist qualified homeowners in defraying the cost of complying with Title 5 regulations. In turn, MassDEP used this appropriation to fund loans through the Massachusetts Water Pollution Abatement Trust (MWPAT).



*Laboratory Chemist Kelby Karnes performs analysis of drinking water samples.*

For over a decade, the Barnstable County Department of Health and Environment administered the CSMLP on behalf of all fifteen Cape Cod towns. As a way of streamlining the Program, Barnstable County secured special legislation in 2006 allowing CSMLP to borrow money directly from the MWPAT. In addition to relieving towns of the need to secure town meeting approval for borrowings, this meant towns no longer were required to bill and collect regular payments from homeowners or track loan repayments to the State Revolving Fund. Moreover, the passage of this legislation eliminated funding lapses that occurred when towns ran out of money prior to a town meeting vote. Presently, appropriation of funds by the Assembly of Delegates provides for the Program's uninterrupted service to the citizens of Barnstable County for replacing their septic systems.

To date, CSMLP has provided \$33 million in loans for septic system repairs. The interest rate charged to homeowners remains at 5% as does the 20-year repayment term. Further, the Program recently incorporated flexible payment plans (monthly or quarterly) after conducting a survey of borrower needs. Septic system repair projects including sewer hook-ups completed for FY2015 totaled 279. This translates to \$3.1 million in project costs. Program funds from the state remain available into the foreseeable future, allowing CSMLP to continue providing an effective and efficient means of assisting area residents with often cost-prohibitive yet essential septic system requirements.

It is important to note that the CSMLP is self-supporting through interest earned from loan program enrollment, thus saving taxpayers all operation costs and staff salaries for the Administrator, Kendall Ayers, and Assistants Angela Do Carmo, Cinthia Madden and Marissa McKenna. Additional savings include all associated legal expenses such as title searches and recording fees at the Registry of Deeds. Interest money is also available to fund small commercial projects thereby expanding the Program to provide financial assistance to Barnstable County residents for their septic system upgrade needs.

For more information about the CSMLP, please visit our website: [www.barnstablecountysepticloan.org](http://www.barnstablecountysepticloan.org).

## **PUBLIC HEALTH NURSING DIVISION**

The Department's Public Health Nursing Division operates under the direction of Deirdre Arvidson R.N., B.S.N. Ms. Arvidson brings twenty-three years of nursing experience to the Department in a wide variety of health and community related services. A staff of 29 contract nurses assists in providing quality care to the region.

Programs of the Public Health Nursing Division include the Tick-borne Disease Prevention Program, Public Immunization Program, Sun Safety and Skin Cancer Awareness and Prevention Program, public safety personnel services, Occupational Safety and Health Administration (OSHA) Standard bloodborne pathogen/communicable disease training for public and private sector workers, the Municipal health Group Biometric Screening Program, subsidized housing preventative health screenings, disease surveillance, blood pressure clinics and the Ask a Public Health Nurse Program in food pantries. Division outreach efforts also include conducting health fairs, speaking to community groups and taking part in local events such as Windmill Weekend, Bourne Health & Wellness Fair, Eastham Senior Center Wellness Fairs, Team Maureen Women's Cancer Expo, Chatham Community Health Fair, Harborview Community Healthy Harvest Fair, Stony Brook Elementary Wellness Expo, A Day of Wellness for Veterans and Families, high school science fairs and a wide variety of human service organization meetings.



*Public Health Nurse Deirdre Arvidson (center) and Emergency Preparedness Project Assistant Amy Alati (right) with the Commodore of the United States Coast Guard (left) at Sun and Water Safety Day.*

Because Lyme disease is endemic in this region, education about tick-borne illness prevention is vitally important. In FY2015, the Division continued to offer its tick and Lyme education program to all Barnstable County schools and local groups. Tick and tick-borne illness education was also offered as part of a departmental training for Department of Public Works (DPW) and facilities staff. The Cape Cod Chapter of the Massachusetts Association of Public Health Nurses (MAPHN) held their annual Tick-borne Illness Convention in Brewster in April. Ms. Arvidson serves as the Chapter President.

The Sun Safety/Skin Cancer Awareness and Prevention Program continued its success in educating the youth of Barnstable County with the aid of a UV skin analyzer that reveals sun damage unobservable to the naked eye. In FY2015, the Program was invited to four schools for a total of 5 visits. Three middle schools and two high schools participated with one high school conducting screening for two days. A total of 367 adolescents were screened. The Program was also invited to participate at Falmouth middle and high schools and the Bourne High School science fairs. Hundreds of people participate in these events annually. The screenings continue to be a powerful educational tool in raising awareness, as it has long been realized that prevention is the key to both the health and well-being of the community as well as overall insurance-cost savings for individuals and municipalities.

In collaboration with the Municipal Health Group, the Division offers vital biometric screenings to all municipal employees through the Municipal Health Group Biometric Screening Program. Biometric screenings include weight and waist measurement, body mass index, blood pressure, pulse, glucose, cholesterol, bone density, skin analysis and hearing tests. All screenings include health counseling and up-to-date informative literature. The County Cooperative Extension nutritionist provides education and samples of healthy eating, while a Good Health Gateway representative utilizes screening data to provide a “heart age” for participants.

The Division’s Ask a Public Health Nurse Program has successfully been in operation for just over three years. The Program provides valuable health resources to food pantry clients and participates in 10 food pantries including the Salvation Army lunch program, the Women, Infants and Children (WIC) office and the Baby Center in Hyannis. The Program provides blood pressure screenings, glucose testing, health counseling, distribution of relevant educational materials regarding illness prevention and means of tapping into valuable community health resources. This year the Ask a Public Health Nurse Program has collaborated on a grant with the Falmouth Service Center. The program is called Foods 2 Encourage (F2E). It combines nutrition educators and county nurses to help clients manage their chronic disease (diabetes and hypertension). As this current grant funding period comes to an end, the data collected has indicated that the Program has been a success.

The Division’s Public Immunization Program continues to grow and offers a timely, cost effective, convenient option to residents seeking an immunization. We currently stock vaccine for all adult and adolescent recommended immunizations and are able to bill for most major insurance companies, including MassHealth. We offer onsite flu clinics to any group or organization. We also offer travel vaccines such as Yellow Fever, Typhoid, and Japanese Encephalitis. All immunizations administered are entered into the Massachusetts Immunization Information System (MIIS).

In an attempt to raise awareness for “preventative maintenance” with regards to chronic disease, the Public Health Nursing Division offers all towns in the county free blood pressure and glucose testing clinics at town halls, libraries and community centers. With more frequent blood pressure and blood sugar checks and health education regarding how to lower blood one’s pressure or sugar, the hope is to avoid an emergency room visit.

Finally, disease surveillance, which can be used to shape educational efforts in order to reach high-risk individuals, is an important aspect of public health. In cooperation with the Massachusetts Department of Public Health (MDPH) and local boards of health, the Division reviews disease surveillance for all Cape & Islands towns and provides case management for the town of Provincetown.

## CAPE COD MEDICAL RESERVE CORPS

The mission of the Cape Cod Medical Reserve Corps (CCMRC) is to engage volunteers to strengthen public health and emergency response and build community resiliency. In FY2015, our volunteers once again stepped up to participate in numerous and varied activities to support this mission.

Through much of FY2015, CCMRC was very ably led by Director Jean Roma. After 6 years of dedicated service, which involved building one of the most active units in the United States, Jean retired at the end of April. Diana Gaumond took over directorship and the year finished with a very busy final quarter and a pool of 303 volunteers from both medical and non-medical backgrounds that encompassed a depth of experience and capabilities.

The first sheltering event occurred in late January of 2015 when winter storm Juno hit the region. The CCMRC was able to staff all six regional shelters with 21 volunteers, some of whom remained in the shelters throughout the duration of the event. Extreme snow accumulation made travel very difficult, so the safest option was for volunteers to remain in the shelters. Jean Roma and Diana Gaumond each oversaw three shelters.

The CCMRC supported community resiliency in several ways throughout FY2015. Potassium iodide was distributed at a number of events, including a drive-through dispensing drill. Volunteers from CCMRC staffed first aid stations at road races and at the Cape Cod Canal anniversary celebration.



*Cape Cod Medical Reserve Corps First Aid Crew—Glenna Cole Annual 5K Piggy Trot, Dowses Beach in Centerville.*

Our volunteers also participated in health fairs by conducting blood pressure screening and providing preparedness and safety education. Preparedness is key to resiliency and CCMRC was able to provide numerous cardiopulmonary resuscitation (CPR) training sessions to volunteers and CPR/Automated External Defibrillator (AED) trainings for churches. In addition, Choke Saver and Hands Only CPR training was again offered in Cape Cod towns to 315 restaurant staff members. Restaurants in Massachusetts with over 25 seats are required to have a staff person certified in Choke Saver skills. The training was provided free of charge and saved community members over \$15,000 in training costs.

Prevention is also a key component of community resiliency, and in that vein CCMRC was able to provide tick education for 110 summer camp staffers at seven camps. Cape Cod has one of the highest incidences of tick-borne illness in the country, with children in the highest risk age group for contracting Lyme disease. Pre- and post-testing showed that the classes were very effective in teaching prevention and recognition of tick-borne illness.

The CCMRC continues to be one of the most active units in the country. Additionally, one of our

volunteers received national recognition; Denise Galvin was given the award of Outstanding MRC Responder of the Year in April, 2015. We will continue to provide the same level of commitment to our mission in 2016, recruiting new volunteers to actively plan and participate in emergency response, drills, fairs, trainings and other programs. We will continue to work collaboratively with other groups and community members to help strengthen public health and resiliency on Cape Cod.

## CAPE COD REGIONAL TOBACCO CONTROL PROGRAM

There are few things more tragic than watching our youth risk death from a disease that can be prevented. Cardiovascular disease and lung cancer are the leading causes of death in both men and women in the United States, yet both are preventable simply by avoiding tobacco use. These realities brought about the Cape Cod Regional Tobacco Control Program (CCRTCP).

Under the direction of Robert Collett, CCRTCP is supported through a state grant administered by the Department on behalf of all Cape Cod towns, Martha's Vineyard, Nantucket, Plymouth, Carver, Kingston, Middleborough, Marion, Rochester, Mattapoisett, Acushnet and Wareham. The Program stresses education and enforcement services to assure compliance with state and local regulations, and technical support for local boards of health relative to tobacco control issues. A current area of concern is the preponderance of cheap, flavored nicotine delivery products that are heavily marketed to our youth, who are using these products in alarming numbers.

The Program's education efforts include two annual visits to tobacco merchants in all 30 communities within the service area, totaling 1,100+ visits, and assisting local boards of health with promulgation and implementation of tobacco control regulations. A minimum of two tobacco sales compliance checks (utilized to assure compliance with youth access laws) are conducted in each town within the service area for a minimum total of 1,132 checks. CCRTCP also works with local Youth Prevention groups collaboratively to implement comprehensive substance abuse

prevention strategies.

In response to a heightened interest in smoke-free public housing and condominium complexes, CCRTCP has provided guidance throughout FY2015 to several residents and management staff of these entities. As a result, several Cape Cod and Islands housing authorities have adopted smoke-free policies for all of their facilities, eliminating second-hand smoke exposure for thousands of residents.



*Due in part to the efforts of the CCRTCP several towns in Barnstable County have enforced smoking bans at parks and beaches.*

The CCRTCP consistently serves as a model within Massachusetts, which boasts a state-level program that is held in the highest regard on a national level. The goal of the program is simple; make tobacco-use related illness and death a rarity. For more information regarding the Massachusetts Tobacco Control Program, please visit [www.makesmokinghistory.org](http://www.makesmokinghistory.org).

## EMERGENCY PREPAREDNESS DIVISION

### Regional Emergency Planning Committee

Planning and implementing a regional response to disasters and emergencies on Cape Cod and Nantucket happens cohesively through the cooperative efforts of the Barnstable County Regional Emergency Planning Committee (BCREPC). The initial impetus for the Committee arose when local municipalities realized the advantage of having a regional coordinated approach to municipal compliance with the Superfund Amendments and Reauthorization Act, also known as SARA Title III. As the program demonstrated success and relationships were developed with emergency response stakeholders, the role of the Committee expanded into to "all hazards" emergency planning

to address homeland security, meteorological events, public health matters and regional sheltering issues that affect this region.

All fifteen communities on Cape Cod and, in addition, Nantucket, are represented on the BCREPC. The Committee meets regularly to hone their skills and strategize to address all types of emergencies. The coordinated response of these partners is supplemented by many private and public sector agencies that serve on the committee. Chief Mark Foley of the Eastham Fire Department and Chief Ronald L. Fissette of the Wellfleet Police Department serve as the BCREPC's chair and vice chair respectively.

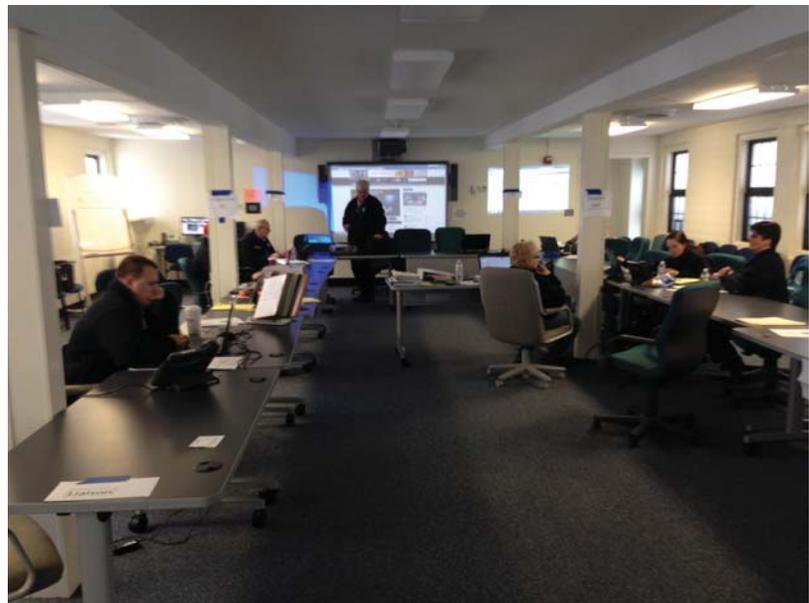
In FY2015, the Social Media Task Group of the BCREPC worked to continue updating and expanding the BCREPC website [www.BCREPC.org](http://www.BCREPC.org), and by implementing the use of social media with products such as Twitter and Facebook to disseminate updates to the public during regional emergencies.

Planning and implementation by the BCREPC before and during a region-wide emergency is a process shaped and improved on each year through the annual tabletop exercise of a simulated hazardous chemical spill/incident. This year's exercise was held on June 3rd in the Town of Sandwich. The scenario was developed by BCREPC, the Sandwich Fire Department and the Emergency Management Department at the Massachusetts Maritime Academy. It focused on a passenger train collision with a diesel delivery truck near a wetland. This training expanded into a multi-agency response with a large regional mutual aid component. This mock-incident theoretically threatened the town's natural resources and the stability of its public safety.

The 2014 Atlantic hurricane season was very quiet. Only one significant storm threatened Cape Cod and it was early in the season during the July Fourth weekend. It moved out southeast of the region into the

open Atlantic Ocean and no major preparations were necessary. The winter storm season during Fiscal Year 2015 was a far different story. Record amounts of snowfall affected the entire northeast, and Cape Cod was no exception. A January blizzard, dubbed "Juno", blanketed the region with up to 36 inches of snow. High winds and storm surge affected many coastal areas communities. All six regional shelters were opened for this event, and over 200 clients were served from January 26, 2015 to January 28, 2015. Likewise, all of the regional shelters accepted pets – marking the first time in the Regional Sheltering Plan that all six regional shelters were both open and staffed to accept clients with pets. Shelter operations were coordinated out of the Barnstable County Multi-Agency Coordination Center (MACC) located in the Harborview Conference Room at the Barnstable County Complex. The MACC was also responsible for municipal and regional resource requests and power restoration coordination. Luckily, power outages were limited and restoration for the Cape's citizens was done in a timely manner. The MACC is staffed by the Barnstable County Incident Management Team (BCIMT) and AmeriCorps Cape Cod who support the fifteen communities with their storm response.

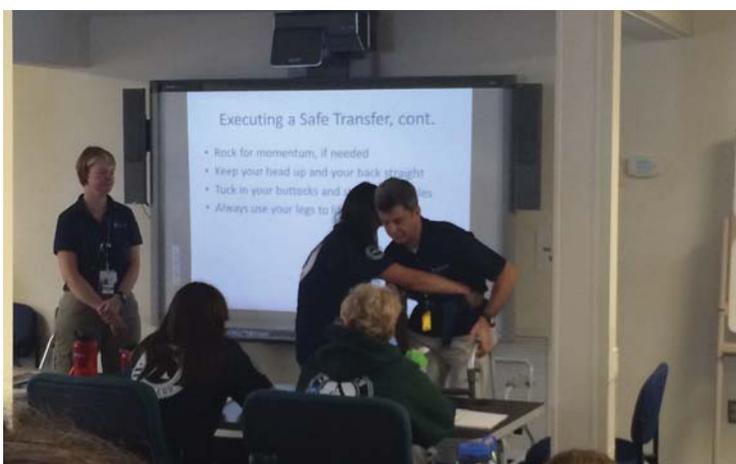
The MACC was opened a second time during the winter season for a Blizzard on February 14, 2015.



*The Multi-agency Coordination Center (MACC) (located at the Barnstable County Harborview Conference Room) is responsible for shelter operation, as well as municipal and regional resource requests and power restoration coordination during hazardous weather events.*

Regional shelter operations were not necessary during the second blizzard and widespread power outages were minimal. However, the MACC worked with the towns and state agencies to provide resource requests as needed throughout the event.

The Barnstable County Incident Management Team is an integral part of “All Hazard” Emergency planning and response on Cape Cod. In addition to staffing the MACC, the team also supports emergency and planned events. The team provided incident support to the Town of Bourne for their Canal Centennial Celebration in August 2014 and to the Town of Yarmouth for a search and rescue mission in March 2015.



*AmeriCorps members are trained in safe-transfers by the Sheltering Task Force.*

The Sheltering Task Force—a subcommittee of the Regional Emergency Planning Committee—met regularly throughout the year. In order to remain prepared and properly trained for shelter deployment, shelter walk-throughs were held at each of the six regional shelters in Barnstable County. Representatives from all of the shelter disciplines, including volunteer organizations, school officials and public safety personnel attended the walk-throughs. The Sheltering Task Force continued to provide outreach and education to the community and worked to recruit new volunteers.

### **Tier II Hazardous Chemical Inventory Program**

When businesses and municipalities on Cape Cod and Nantucket use OSHA hazardous or extremely hazardous chemicals that meet or exceed established EPA thresholds at their facilities, they are required to

comply with the Emergency Planning Community Right to Know Act (EPCRA) and file a hazardous chemical inventory with emergency contact information by March 1st. Annual reporting of these hazardous materials also protects first responders who work to mitigate spills or releases, as well as the facility workers, property and the environment of Cape Cod. The BCREPC has been assisting in this vital process for the past ten years by processing an increasing number of Tier II Hazardous Chemical Inventory Reports from facilities in Barnstable and Nantucket Counties.

Emergency Preparedness Project Assistant, Amy L. Alati, has been providing Tier II hazardous materials reporting coordination and assistance to over 330 municipal and private facilities on Cape Cod and Nantucket since 2005. All 342 chemical inventory reports were quality control checked for accuracy and to ensure the locally requested information requirements are being met. Millions of gallons of hazardous chemicals and extremely hazardous substances are accounted for in the Tier II inventory and identification process. Providing much needed guidance saves our region’s private businesses and municipal facilities thousands of dollars in report filing fees each year.

### **Hazardous Materials Trainings**

A primary function of the Emergency Preparedness Division is to provide innovative, cost-free programs and trainings that promote personal safety and regional preparedness while enhancing environmental health. Facilities routinely seek counsel and assistance on numerous worker safety and hazardous materials questions and issues throughout the year. Through the Safety Training Program, facilities and local businesses are taught concepts of hazardous materials awareness through Right-to-Know training, new chemical identification through the Global Harmonization System (GHS) training and personal protective measures through the Blood Borne Pathogen, Hepatitis and Sun Safety trainings. These trainings are a collaborative effort between this division, Environmental Health & Safety and the Public Health Nurse. To successfully reach the employees of these facilities who are required to

take the trainings annually, an outreach program to numerous town Departments of Public Works (DPW), facilities, and school maintenance divisions has been established. Each year, trainings are updated to be more compliant with OSHA standards and cooperatively promoted with the Environmental Health & Safety (EHS) Division and the Public Health Nurse program. These trainings have educated thousands of municipal employees, saved the towns thousands in training/consultant fees, and enabled the lowering of town insurance riders.

### **Underground Storage Tank Program**

The Barnstable County Department of Health & Environment continues existing efforts to protect groundwater resources from leaking underground storage tanks (USTs). All local boards of health on Cape Cod have implemented regulations requiring that USTs be periodically tested and removed from the ground at specified times, typically when the tank reaches 30 years of age. As a service to the towns, BCDHE tracks commercial tank tests and residential tanks that have been removed. To reach those property owners who need to understand their obligation to remove a UST at the end of its lifecycle and require the financial support to do so, BCDHE offers the Residential Underground Storage Tank (RUST) 0% Loan Program – or “Yank that Tank”! This program provides discreet counsel to the homeowner about their UST and guidance

to apply for a loan that can be used to remove their old UST or repair the fuel lines to their compliant UST. Utilizing the RUST loan program provides Cape Cod homeowners with an affordable remedy to remove their expired USTs, protects the region’s groundwater and saves the homeowner additional costs in terms of potential home heating fuel contamination.

### **Cape and Islands Health Agents Coalition**

Other collaborations in emergency preparedness take place within the Cape & Islands Health Agents Coalition (C&I HAC). Members of this public health coalition have worked collaboratively with BCDHE for ten years; sharing resources, information and completing credentialed trainings that prepare us to respond to public health threats and emergencies, including terrorism and outbreaks of infectious diseases. Since 2006, the C&I HAC has worked to assess and monitor regional emergency planning and response needs in relation to public health. The C&I HAC is also a forum for monthly board of health workshops and public health training sessions which provide necessary credentials to town health agents. Topics range from regional shelter input, flu clinic operations, Title 5 updates, tobacco control issues, tick and Lyme disease education courses and KI (potassium iodide) distribution. Coalition meetings/workshops are open to the public and take place monthly. Planning and facilitation of the meetings is conducted by Amy L. Alati, Emergency Preparedness Project Assistant.

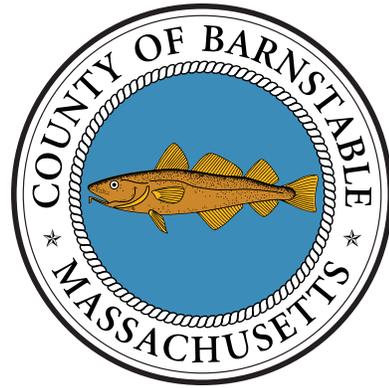


*The Cape and Islands Health Agents Coalition following their monthly meeting in the Harborview Conference Room.*

With the assistance of their assigned contracted public health nurse from BCDHE, each town representative of the C&I HAC submits a Public Health Emergency Plan for review by the Massachusetts Department of Public Health’s Center for Emergency Preparedness (CEP). Each year, the CEP awards local boards of health with Centers for Disease Control (CDC) funding and holds them accountable for the use of these grants.



# Human Services



## DEPARTMENT OF HUMAN SERVICES

P.O. Box 427  
Barnstable, MA 02630

Telephone: (508) 375-6628  
TTY: (508) 362-5885

[www.bchumanservices.net](http://www.bchumanservices.net)

### **Elizabeth Albert**

#### **Director**

[balbert@barnstablecounty.org](mailto:balbert@barnstablecounty.org)  
508-375-6626

### **Kathie Callahan**

#### **Administrative Assistant**

[kcallahan@barnstablecounty.org](mailto:kcallahan@barnstablecounty.org)  
508-375-6628

### **Sheila Curtis**

#### **SHINE Regional Program Manager**

[scurtis@barnstablecounty.org](mailto:scurtis@barnstablecounty.org)  
508-375-6762

### **Vaira Harik**

#### **Senior Project Manager**

[vharik@barnstablecounty.org](mailto:vharik@barnstablecounty.org)  
508-375-6629

### **Patricia Watson**

#### **Project Specialist**

[patricia.watson@barnstablecounty.org](mailto:patricia.watson@barnstablecounty.org)  
508-375-6630

## OVERVIEW

The mission of the Department of Human Service is to plan, develop, and implement programs which enhance the overall delivery of human services in Barnstable County and promote the health and social well-being of County residents through regional efforts that improve coordination of services.

The Department has a record of organizing regional approaches that promote health and wellness for underserved populations by mobilizing a community response to needs identified through community-based research and evaluation. The Department's primary role is to provide opportunities for exchange of information and encourage growth/improvements in the focus areas identified in the Department's Human Service Plan. A full copy of the plan can be found on the Human Services website.

## HEALTHY CONNECTED CAPE COD

Healthy Connected Cape Cod is the conceptual framework that ties together the work of the Department. The principal aim is to facilitate connectedness by engaging residents, health and human service organizations, and coalitions and networks throughout Cape Cod in collaborations to plan and implement activities that promote health and well-being through community engagement and social connections.

The underpinnings of the Healthy Connected Cape Cod conceptual framework are to: strengthen individual, family and community wellness with a community based health promotion and disease prevention focus; identify focus areas based on local qualitative and quantitative data regarding assets and needs; implement evidence based activities and practices that resonate with community members; implement activities that are culturally appropriate

and accessible to people with disabilities.

HealthyConnectedCapeCod.org is the Department's new easy-to-use online clearinghouse for human services resources. You will find links to the Behavioral Health Portal which features mental health and substance abuse information, state and federal legislation, self-help guides, and a robust directory of services. The Health and Wellness Portal provides an overview of health data about our region, including County health rankings and model practices. BCHumanServices.net, our flagship website, highlights community announcements, updates from our regional partners, Department reports and publications, and a link to our Human Services e-newsletter that spotlights regional events and pertinent news for our community. The new Department brochure highlights efforts to convene,



connect & collaborate to promote the health and well-being of all County residents and to help create a healthy, connected Cape Cod.

## **BARNSTABLE COUNTY HEALTH AND HUMAN SERVICES ADVISORY COUNCIL**

In 2004, pursuant to an Ordinance proposed by the County Commissioners and adopted by the Assembly of Delegates, the Department convened an advisory group made up of representatives of

numerous County health and human services consortia and networks. The Barnstable County Health and Human Services Advisory Council (HHSAC), in conjunction with the Barnstable County Department of Human Services, is responsible for providing advice concerning the human service needs of Barnstable County to County elected officials and administrators.

In order to achieve broad representation on the Advisory Council, representatives from County-wide associations and collaborative networks, working groups, and task forces are appointed by the County Commissioners in the areas of healthcare services and human services including:

- Barnstable County Human Rights Commission
- Behavioral Health Provider Coalition
- Cape & Islands District Attorney's Office
- Cape & Islands Health Agents Coalition
- Cape & Islands Maternal Depression Task Force
- Cape & Islands Network to Address Homelessness
- Cape & Islands Suicide Prevention Coalition
- Cape & Martha's Vineyard Community Health Center Network
- Cape Cod Council of Churches
- Cape Cod Grant Makers Collaborative
- Cape Cod Healthcare Community Benefits
- Cape Cod Hunger Network
- Cape Cod Neighborhood Support Coalition
- Children's Cove
- Community Action Committee of Cape & Islands
- Community Health Network Area 27
- Community Network of Cape Cod
- Councils on Aging Serving Together
- Disability Network
- Elder Services of Cape Cod & Islands
- South Coastal Counties Legal Services
- Substance Abuse
- Tri-County HIV/AIDS/Hepatitis C Consortium
- Upper Cape Health & Human Services
- Wampanoag Tribal Health Center
- YMCA of Cape Cod

A full listing of appointed representatives to the Health and Human Services Advisory Council can be found on the Human Services website.



**THE SHINE PROGRAM**  
Serving the Health Insurance Needs of Everyone

## AGING AND DISABILITY SHINE

The SHINE Program (Serving the Health Insurance Needs of Everyone) is a state health insurance assistance program that provides free health insurance information, counseling and assistance to Massachusetts residents with Medicare and their caregivers. In 2014, 59 volunteer SHINE counselors provided service to over 6,300 residents at 25 host locations throughout the County. SHINE partners with all of the Councils on Aging on Cape Cod.

## EDUCATIONAL FORUMS

In April 2015 the Department sponsored the Workforce Education Resource Center (WERC) ten part Gerontology Intensive Certificate Series at Cape Cod Community College. Workshops featured a focused, practical approach to understanding, assessing and intervening with a variety of service concerns affecting older adults.

## BEHAVIORAL HEALTH

## SUICIDE PREVENTION

In the area of Suicide Prevention, the Department continued to work collaboratively with the Massachusetts Departments of Public Health (DPH) and Mental Health (DMH), and the Cape and Islands Suicide Prevention Coalition on a wide range of suicide prevention activities. In FY15 the Department's Project Specialist co-chaired

the Cape and Islands Suicide Prevention Coalition (CISPC) and sat on the Massachusetts Coalition for Suicide Prevention Executive Committee. The Department provides analysis of regional data and statistics and administrative support to the CISPC.

Finally, the Department has been responsible for a county-wide information dissemination strategy which includes maintaining a website for the CISPC, producing Public Service Announcements (PSAs) for local access TV stations, and distributing thousands of pieces of printed suicide prevention materials. The Department completed a large scale mailing of CISPC brochures, available in English, Spanish and Portuguese, and Crisis Response Cards to a wide array of health and human organizations, towns, churches, libraries, and schools in Barnstable County.

## SUBSTANCE ABUSE COUNCIL

The Department convenes the Regional Substance Abuse Council (RSAC) comprised of towns and community leaders from across Barnstable County. The Council is chaired by a Barnstable County Commissioner and staffed by the Barnstable County Department of Human Services. In FY15, the Department funded a part-time contracted Regional Substance Abuse Council Coordinator.

The purpose of the RSAC is to:



*The Cape and Islands Suicide Prevention Coalition's annual ribbon ceremony remembering those lost to suicide on the Cape and Islands*

Establish a communication infrastructure across towns, providers, organizations and individuals on Cape Cod;  
 Identify needs and address gaps and disparities in the service system;  
 Maximize interagency collaboration; and  
 Maximize funding and resource opportunities.

In March 2015 the Department published the *Analysis of Substance Abuse on Cape Cod: A Baseline Assessment* to provide a snapshot of substance dependency, and its related costs for Barnstable County. The report is intended to inform programming and policy needs as defined by the Barnstable County Regional Substance Abuse Council.

In December 2014 the Department received a Massachusetts Opioid Abuse Prevention Collaborative (MOAPC) grant award from the Massachusetts Department of Public Health (MDPH). The grant provides \$550,000 over 5 years to implement local policy, practice, systems and environmental change to prevent the misuse/abuse of opioids and increase the capacity of municipalities across the region to address these issues.

In June 2015 the Department received a Substance Abuse Prevention Collaborative (SAPC) grant award from MDPH. The grant provides \$100,000 a year for up to 7 years to implement or amend local policy, practice, systems and environmental change to prevent underage drinking and other drug use and to increase the number and capacity of communities addressing these issues.

## HEALTH PROMOTION

### PREVENTION AND WELLNESS TRUST

A community-based partnership led by the Barnstable County Department of Human Services is one of nine such partnerships in the state to receive funds in an innovative health and wellness initiative. The focus of the Barnstable County partnership is to help fight chronic illness and improve health outcomes on the community level while reducing

health care costs. Implementation began January of 2015 through June of 2017 with an annual budget of approximately \$1.5 million.

## HOMELESSNESS

### REGIONAL NETWORK ON HOMELESSNESS

The Department acts as the convening agency for the Cape and Islands Regional Network on Homelessness. The Department's Director is a member of the Executive Committee and Policy Board of the Network and the Department's Administrative Assistant provides administrative support to the Network.

In FY15, the Department funded a part-time contracted Regional Network Coordinator. In addition, the Department supports the grant writer for the Continuum of Care (CoC) Application. On an annual basis, the CoC brings \$1.5 million dollars of federal funding into the region for permanent supportive housing.



*PWTF Collaborators: YMCA, the Healthy Living Cape Cod Coalition, Duffy Health Center, Community Health Center of Cape Cod, Harbor Health Center and Barnstable County Human Services*

The Regional Plan to Address Homelessness serves as a blueprint for a coordinated regional approach to address homelessness. The plan specifically addressed five target populations: Young Adults, Veterans, Families, Chronically Homeless and Older Adults.

In December 2014 Barnstable County Human Services became the Collaborative Applicant for the Continuum of Care McKinney-Vento grant.

The C&I Regional Network on Homelessness joined CoC's across the state and the nation in the Zero 2016 Campaign. The mission of the campaign is to end veteran homelessness by the end of 2015 and chronic homelessness by the end of 2016.

The Department conducted the Annual Point in Time Homeless Count in February 2015. Additionally, an Unaccompanied Homeless Youth Survey targeted at the under 25 years of age population was conducted to gather information on the homeless youth population in the region. A \$20,000 Planning Grant was received to help with CoC costs.

## INFORMATION SERVICES

### DATA, RESEARCH, AND EVALUATION

In 2015, the Department's Senior Project Manager continued to build a repository of synthesized local data in the key topic areas of:

- Socio-demographics
- Natality and mortality
- Physical and emotional well-being, including mental health and substance abuse
- Access to health care and health insurance
- Access to intensive case management services
- Chronic disease morbidity, mortality, and prevention
- Community and primary health services
- Housing security
- Food security
- Income and poverty
- Public Safety
- Transportation

This repository presents topic-area data by population variables such as gender, age, race/ethnicity, and town of residence. The Department is redesigning this repository as a series of data dashboards to improve electronic accessibility and utilizes the Human Services Advisory Council to provide guidance on content and presentation.

Drawing from this repository, the Department's researcher responded to a number of specific requests from County Departments, residents, nonprofits, towns and media. Examples include:

- Falmouth Service Center
- Cape and Islands Suicide Prevention Coalition
- To Your Good Health
- Duffy Health Center
- Boston Globe
- Barnstable County Sheriff's Office
- Sandwich Substance Abuse Task Force
- Emerald Physicians
- Head Start, Cape Cod Child Development
- Private Citizens

Examples of local data found on the Department's website include:

The MA Department of Public Health's 2008 – 2010 Behavioral Risk Factor Surveillance System prepared by Department staff, provides an overview of the BRFSS and summarizes more than 70 health and behavioral indicators for the years 2008 to 2010, contrasting results for Barnstable County residents with those for Massachusetts.

2013 Poverty Data by Town: Barnstable County and Towns, total households and population with gender and age details.

In Focus: The Demographic and Socioeconomic Landscape of Barnstable County (C. Stein) (June 2013) which provides a broad range of indicators on the demographic and socioeconomic characteristics of Barnstable County that are of particular relevance to the health and human services communities. The report was widely publicized and distributed to elected officials, funders, and nonprofits in the region.

In addition to technical assistance on data acquisition, the Department's Senior Project Manager provides technical assistance on research and evaluation methodology and strategies for program quality improvement.

Publications emanating from the RSAC work in 2015 include:

Analysis of Substance Abuse on Cape Cod: A Baseline Assessment (V. Harik, A. El Ayadi, S. Kossow) (March, 2015) The report provides a snapshot of substance dependency and its related costs for Barnstable County, Massachusetts. The report is intended to inform programming and policy needs as defined by the Barnstable County Regional Substance Abuse Council.

Addressing Substance Use on Cape Cod: Action Plan (August 2015) for the Barnstable County Regional Substance Abuse Council covering the period 2015-2020. The Action Plan provides guidance for the work of the RSAC in terms of prioritized goals and strategies for the coming 5 years.

## **HUMAN SERVICES WEBSITE**

The Department's website [www.bchumanservices.net](http://www.bchumanservices.net) is a clearinghouse for health and human service information. The website content is organized around seven major areas: Accessibility Resources; Resource Directories; Department Reports and Publications; and Local Statistics and Data. The site also hosts web pages for several of our community partners – Cape and Islands Community Health Network (CHNA 27), the Barnstable County Human Rights Commission, the Cape and Islands Suicide Prevention Coalition, the Barnstable County Regional Substance Abuse Council, and the Regional Network to Address Homelessness.

## **HUMAN SERVICES NEWSLETTER**

The Department disseminates a wide range of information through publication of a bi-weekly e-newsletter to over 1,700 individuals and agencies. The e-newsletter informs the health and human

services community of upcoming events, trainings, grant opportunities, resources, and opportunities for capacity building.

## **ON-LINE INFORMATION**

In FY15 the Department hosted comprehensive on-line directories of local health and human services on the topic areas of Aging and Disability, Utility Assistance, Housing, and Healthy Happy Eating. The Resource Directories offer user-friendly, searchable web-based directories populated with local data.

Visit our on-line Accessibility Resource Center for links to ADA information as well as County Policies and Procedures regarding reasonable accommodations, and required text and accessibility symbols for use on all print materials and meeting notices.

In FY14 the Department launched a Public Health and Wellness web portal that converts analysis of all health data into customized community health indicators. The portal is a clearinghouse of health indicators, model practices, and informational tools for community members and organizations.

In FY15 the Department launched a web-based tool for Behavioral Health. The new tool will centralize much-needed information about behavioral health services in the region.

The Department maintains a TTY line for people who are deaf or hard of hearing (508-362-5885) and has audio amplifiers available for use by all County Departments.

## **COMMUNITY COLLABORATION**

In support of its mission, the Department of Human Services staff provide leadership and support on regional groups and coalitions including the Barnstable County Human Rights Commission, Cape Cod and Islands Community Health Network 27 (CHNA), Human Service and Faith Network of the Lower/Outer Cape, the Cape and Islands Regional Network on Homelessness, Cape Cod Hospital Community Benefits Committee, Elders

Services of Cape Cod and the Islands, the Cape and Islands Suicide Prevention Coalition, and the Barnstable County Regional Substance Abuse Council.

## HUMAN RIGHTS COMMISSION

**Commissioners:** *(as of July 1, 2014):*

John L. Reed, West Yarmouth, Chair

Rita Ailinger, Hyannis

Robert Freedman, Cotuit *(retired 12/31/14)*

Paul Houlihan, East Sandwich

Alan Milsted, Bourne

Laura Roskos, Eastham

Nancy Wiley, Forestdale *(resigned 12/15/14)*

*Appointed as of January 1, 2015*

Roland Bessette, Mashpee

Tia Cross, Dennis

Paul Driscoll, Falmouth

Paul Thompson, Hyannis

Jacqueline Fields, Sandwich,

*Commissioner Emeritus*

Elenita Muñiz, Coordinator

### Town Representation Council:

Barnstable: Theresa Santos

Bourne: Peter Meier

Brewster: Licia Fields

Chatham: Rev. Edmund Robinson

Dennis: Joseph Quigley

Falmouth: Scoba Rhodes

Mashpee: Gail Wilson

Orleans: G. Thomas Ryan

Sandwich: Kathy Felt

Yarmouth: Mary Zepernick

## History

The Human Rights Commission, formed in 2005 by the Assembly of Delegates, continues to grow in scope and to provide services and support to all of the diverse populations of Barnstable County. Its Mission is to promote equal opportunity for all persons in Barnstable County where unlawful discrimination exists in housing, employment, education, public accommodations, Town and County services, insurance, banking, credit, and health care.

The Human Rights Commission provides education and outreach programs, investigates and mediates discrimination complaints, raises community awareness of human rights violations and helps to build more inclusive communities on Cape Cod.

## The Past Year

Commissioner Freedman retired in December 2014 after two active terms. Four new commissioners were appointed to begin terms January 1, 2015. Alan Milsted was reappointed to a three-year term; Roland Bessette and Tia Cross were appointed for three-year terms; Paul Thompson was appointed to fill out a two-year term. When Commissioner Wiley had to resign due to time constraints, Paul Driscoll was appointed to complete her term.

We have reached out to all towns currently not represented on the Town Representation Council and to the Mashpee Wampanoag. T/R Felt, Fields, and Ryan stepped down as of June 30, 2015.

## Strategic Plan Goals

1. *Continue to respond to individual queries and formal complaints of discrimination as received.*

The HRC received 28 complaints in FY15. More of the complaints came from people with limited English proficiency (LEP) which increased the need for professional interpreter services. Nine complaints came from elders, and 14 dealt with housing issues. Other complaints dealt with employment, education, bullying, police relations, health care, and treatment

at voting site. Ten clients were disabled, nine were elders, and six were poor. Six clients were white, five Hispanic, five African American. (We are not always able to identify these characteristics of those who contact the HRC via phone.) Commissioners and local Town Representatives pursued resolution of these complaints with persistence and patience, reaching out to local officials, schools, and businesses as appropriate. Interpreter services were required for four cases. Resolution of a case may take one or two calls or a letter or it may require hours of meetings, calls, and negotiations, as well as travel across the Cape.

*2. Continue increasing the public presence of the Human Rights Commission within the County.*

We produced three versions of the new Bullying brochure, in Spanish, Portuguese and English. Openings for new Commissioners were publicized widely in print media, access TV and radio, with a special effort to reach out to entities representing minority and immigrant communities. We placed advertisements in local press on International Human Rights Day (December 10) and No Name-Calling Day (January 28). Members of the HRC attended several outreach events: Celebration of Diversity at Barnstable Senior Center; Church Women United Human Rights Breakfast; Steering Committee luncheon of Network of Human Service and Faith Communities of the Lower Cape and two meetings of the Network; Independence House Domestic Violence Month breakfast; Shelter from the Storm concert; CHINA 27 anniversary breakfast; International Women's Day breakfast (co-sponsor); Multicultural Fair; Barnstable Youth Summit; Police & Community Dialog in Orleans. Information about the BC HRC was displayed and available to take home. HRC members also appeared on "Barnstable This Morning" and authored a My View column in the Cape Cod Times.

Once again, we had great news coverage of the awards presented at International Human Rights Day breakfast with Jamie R. Williamson, chair of Massachusetts Commission Against Discrimination, as keynote speaker. Cornerstone Awards were presented to Dianne F. Kaufman, coordinator of Neighborhood Faith Kitchen, and to Diane Turco,

leading voice of Cape Downwinders. Rosenthal Award was presented to Lt. Steven Xiarhos, Yarmouth Police Department.

BC Human Rights Commission was invited to attend Cape & Islands Police Chiefs Association meeting to begin building relationships among communities. Chief Frank Frederickson of Yarmouth was appointed liaison from Chiefs to the HRC and has attended two HRC meetings to share information.

The Human Rights Commission has been fortunate to receive recurring attention in local media, including the Cape Cod Times, Barnstable Patriot, and WXTK, which we greatly appreciate.

*3. Actively support the growth of the Human Rights Academy (HRA) across the County.*

We were pleased to welcome new schools to the Fall 2014 Human Rights Academy: Provincetown School, Cape Cod Lighthouse Charter School, and Pope John Paul II High School. A group of trained facilitators presented *Get Empathy Now!*, a program designed to strengthen community through empathetic listening. Community Action Networks (CAN) formed at Nauset and Falmouth High Schools to continue work to improve human rights. Twenty-five HRA students and five advisors attended both a pre-HRA training day and a post-HRA CAN planning day. In addition, teams that attended the HRA continue to work on human rights projects at their own schools.

The second Malcolm McDowell Award for outstanding work in human rights was presented to Jade Miller of Monomoy Regional High School.

*4. The HRC will operate as a collaborative partner on a range of projects and issues affecting the County.*

We continue to work with various groups addressing County issues and concerns, including Community Health Network Area 27, the Network of Human Service and Faith Communities, Youth Action Plan sponsored by the Cape Cod Foundation, and the Cape & Islands Police Chiefs Association.

5. *The HRC will increase and diversify its financial support in order to better carry out its mission.*

The Friends of Barnstable County Human Rights Commission supported the “Get Empathy Now!” facilitators for the Human Rights Academy. They provided a stipend for the HRC’s intern and supported the Rev. Malcolm McDowell Award for a high school senior from the HRA.

6. *The HRC will identify and undertake projects to respond to County needs identified by HHSAC and other groups.*

The BC HRC has been asked by County Commissioner Sheila Lyons to work with the HHSAC on accessibility issues, particularly for Limited English Proficiency (LEP) residents of the County. This is critical especially in health care, housing, and emergency preparedness communication. The work will begin in fall of 2015.

[NOTE: With the release of Barnstable County’s Strategic Plan, the Human Rights Commission undertook a major revision of its own Strategic Plan in order to link the two documents’ goals. A final version is expected in fall of 2015.]

### **Training and Orientations**

The Human Rights Commission Reference Notebook was significantly expanded to include applicable statutes and helpful background information on a wide array of the issues clients bring to the HRC. Copies are provided to every Commissioner and Town Representative. We held an orientation for all new members of the HRC/TRC. These will continue as new members come on board.

Updates relating to Family Leave Act, hoarding, human trafficking, and a new word search game about the Universal Declaration of Human Rights were added to the Reference Notebook in late spring.

Two Commissioners attended the four-day mediation training offered by Cape Mediation. A third Commissioner is scheduled to take the training

in 2015.

The Department of Human Services provides organizational and administrative support to the Barnstable County Human Rights Commission including support to the Chair and Coordinator, assistance during the recruitment and nomination process for new commissioners, and recommending nominees to the County Commissioners.

### **CONCLUSION**

The Barnstable County Department of Human Services plays a crucial role in facilitating communication, collaboration, and coordination of human service providers on Cape Cod. The coordination of human services in conjunction with the collection of data from the community provides Barnstable County guidance in setting priorities for needed human service activities.

Our goal is to function as effectively and efficiently as possible in providing coordination and needs assessment data to local human service providers helping them be more effective in their service provision. We are pursuing this goal by helping to build healthy communities that are responsive to the needs of all people living in Barnstable County.

Respectfully submitted,

Elizabeth Albert







# **Barnstable County**

## **Information Technology**



## Barnstable County Information Technology Department

3195 Main Street  
Old Jail Building  
P.O. Box 247  
Barnstable, MA 02630

(508) 744-1250  
it.barnstablecounty.org

**William Traverse**  
**IT Director**  
(508) 744-1244  
btraverse@barnstablecounty.org

**Chris Burt**  
**Deputy Director**  
(508) 744-1252  
cburt@barnstablecounty.org

**Keri Peters**  
**Service Desk Analyst**  
(508) 744-1253  
kpeters@barnstablecounty.org

**Laura Brown**  
**System Administrator**  
(508) 744-1251  
lbrown@barnstablecounty.org

**Ryan Johnson**  
**System Administrator**  
(508) 744-1255  
rjohnson@barnstablecounty.org

**Earl Harmon**  
**IT Technical Support Specialist**  
(508) 744-1262  
eharmon@barnstablecounty.org

**Michael Bottomley**  
**System Administrator**  
(508) 744-1254  
mbottomley@barnstablecounty.org

**Ian Roberts**  
**IT Technical Support Specialist**  
(508) 744-1256  
i roberts@barnstablecounty.org

**Dan Keefe**  
**IT Technical Support Specialist**  
(508) 744-1257  
dankeefe@barnstablecounty.org

**Dave Hastings**  
**IT Projects Coordinator**  
(508) 744-1258  
dhastings@barnstablecounty.org

**Angela Hurwitz**  
**IT Services & Outreach Coordinator**  
(508) 744-1259  
ahurwitz@barnstablecounty.org

## DEPARTMENT HISTORY & MISSION

The Barnstable County Information Technology Department (BCIT) was formed in July of 2005. The mission of this Department is to provide a solid platform of high level technical & information services, support, innovation, and strategy for the County of Barnstable, in order to maximize its contributions to its constituents throughout the region. Barnstable County IT provides the staff and offices of the County of Barnstable with high quality advice, support and leadership in fields of technology and communications, both within Barnstable County departments and regionally across Cape Cod. The BCIT staff maintains computer hardware and software, recommends, designs and implements technology improvements, installs and tests hardware and software, and provides day-to-day troubleshooting and support. The Barnstable County Information Technology Department manages and administers the County's networks and multi-user systems. BCIT also provides database administration services and website management services to County Departments. The goal of these services is to ensure that the County's data and networks are secure and maintained in a suitable fashion. Additionally, it is the goal of the Barnstable County IT Department to strengthen the regional role of Barnstable County in technology as well as in overall support by providing robust services to our local departments so they can in turn provide the necessary support to all Barnstable County municipalities and extend the reach of their programs and services.

### Fiscal Year 2015

FY15 started out with national recognition in IT, and proved to be another exciting year of regional achievements, technical growth, and progressive collaboration for Barnstable County IT Department and for the County as a whole. Barnstable County IT won two prestigious awards in FY15 for outstanding IT services. Additionally, BCIT conducted a follow-up Satisfaction Survey on services provided by the department and the results were outstanding across County departments. BCIT continued

close work with fellow departments and groups on expanding their services and reach through better use of technology solutions in marketing and public relations to help continue to spread the good work of the County and extend the reach of department programs & services. BCIT continues to provide traditional IT support and planning as well as increasing technology based business solutions and outreach development to help extend the reach of the County and deliver the best possible services & programs all across Barnstable County. The successful FY14 launch of the IT Strategic Plan is now becoming a sturdy foundation for the department. With continual infrastructure upgrades and ever expanding regional services, FY15 was another progressive year for Barnstable County IT.

## IT AWARDS & ACHIEVEMENTS

### **Barnstable County Places in Top Ten U.S. Digital Counties**



*Barnstable County IT Director Billy Traverse accepts the 2014 Top Ten Digital Counties Survey Award. BCIT went on to win the award again in 2015.*

Barnstable County was recognized as being one of the nation's leading examples of counties using technology to improve services and boost efficiencies. Thanks to its progressive technology force and regional IT services, Barnstable County placed 9th in the country (150,000–249,999 population category.) The Digital Counties Survey is conducted each year by the Center for Digital Government (CDG) and the National Association of Counties (NACo) to identify U.S. Counties using technology and open

government practices to better serve their citizens. The IT Strategic Plan launched in FY14 was a big part of this award, demonstrating the high level technical foresight and planning Barnstable County has done for both County departments and the municipalities of Cape Cod. Barnstable County IT was extremely proud of this national recognition for 2014 and followed it up with a repeat performance in 2015, moving from 9<sup>th</sup> place to 8<sup>th</sup> the following year. Being recognized for as a progressive technology force among counties was an honor, and BCIT continues to look for further opportunities to keep bringing the County forward in technology and innovation.

### Barnstable County IT Places 2<sup>nd</sup> in IT & Communications PTI Awards

The Public Technology Institute (PTI) announced their Technology Solutions Award winners in June 2015 and Barnstable County placed 2nd for Regional IT Services in the IT & Communications category. Applicants were from all over the country, with a wide range of service concentrations that can win them recognition in the various award categories such as Cybersecurity, Data & Performance Metrics, Web Management & E-Government and more. The awards are broken down into Population Categories: A. 1-99,999 B. 100,000-349,999 C. 350,000-749,999 D. 750,000+ to help acknowledge all of the progressive work being accomplished by large and small communities. Barnstable County falls into category B, and more importantly, placed 2nd overall in IT & Communications. The PTI Award wrapped up the Fiscal Year that the Digital Counties Award started which made for an award winning FY15



overall. Learn more about the award and PTI.

### BCIT Satisfaction Survey 2015

An important achievement for FY15 was the results of the inter-department survey of BCIT services. Barnstable County IT conducted a follow-up survey to their 2012 BCIT Satisfaction Survey and the results returned with an even higher satisfaction rate. The 2015 Satisfaction Survey questions ranged from general customer service, Help Desk response, outreach, communications, email setup, BCIT newsletter feedback and open suggestions on any items the County suite of applications, services and equipment.

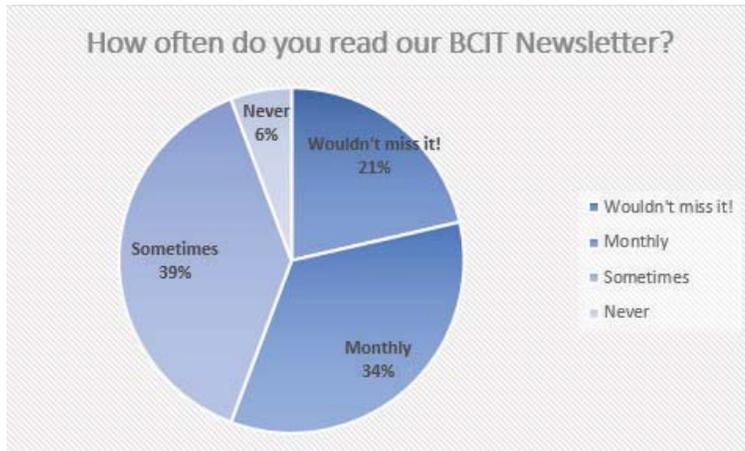
The 2012 BCIT Satisfaction Survey received high ratings and the 2015 follow-up returned even higher ratings as well, with the two lowest categories in 2012 climbing a marked 11% and 14% this year.

BCIT also included two new categories in their survey this year: (1) Outreach, Development & Support (2) Communications. Both received high marks with Outreach, Development & Support scoring an average 89.47% and Communications receiving a 97.06 overall score.

The BCIT Event Log Newsletter received high marks and feedback comments, and specifically, a high score of 94% of County users who completed the survey also read the newsletter. The BCIT Newsletter was introduced in February of 2013 and has played an important role in IT Communications across the County. The open comments collected in the survey were extremely positive and another indicator of the successful relationships of IT and County departments. BCIT values the feedback and information gathered from the survey and plans to build upon the positive results and issues identified to continue providing the high level of services across the County and Cape Cod.

	Agree/Strongly Agree 2012	Agree/Strongly Agree 2015	
Customer Service	86.05%	97.04%	+10.99%
Help Desk Response	79.65%	93.68%	+14.03%
Outreach, Development & Support	--	89.47%	--
Communications	--	97.06%	--
Email, Web & Telephone	94.83%	97.12%	+2.29%
Equipment & Applications	94.61%	91.20%	-3.41%
<b>Average Total Satisfaction</b>	<b>89.62%</b>	<b>94.26%</b>	<b>+4.64%</b>

and service design. The original one year inter-municipal agreement between Barnstable County IT Department and the Town of Wellfleet has been renewed three times since 2012 and the town's IT climate has vastly improved to become a more stable, upgraded environment ready for upcoming, regional technologies. With full time dedication to the town of Wellfleet, BCIT has undertaken some major IT advancements, initiatives and projects across town throughout FY15 including:



- Expanded for next fiscal year to include software licensing.
- (8) new Dell Windows 7 workstations deployed to Wellfleet Library for public use with current MS Office 2013 Suite installed.
- Completed town-wide upgrade of all town computers from XP operating systems (no longer supported by Microsoft) to Windows 7 operating systems.
- Wireless: converted/upgraded town-wide wireless access points off their legacy/discontinued MESH system units to a Cisco Meraki (homogenous) wireless network. 25 new access points deployed throughout town offices allowing for a Private secured wireless network for town employees and an "open" Public network for visitors. (8) of the wireless units installed for the Library specifically, allowing for robust public internet access. Easily accessible wireless network now available to the public in and around Wellfleet Library, Town Hall vicinity, Marina and Harbor business area; in addition to DPW building, Fire and Police campus and Council on Aging. Broadcast source of wireless has also been attached/configured to the town Water Tower.

## REGIONAL SERVICES & INITIATIVES

### Inter-municipal Agreements

#### Town of Wellfleet IT Services

Since July of 2012, Barnstable County IT Department has provided the IT services & support for the Town of Wellfleet. BCIT provides full time IT services under the direction of the Wellfleet Town Administrator. Services include on-site tech support multiple days per week, full-time access to Help Desk support, project management, procurement assistance and 24 hour/7day critical services response. With an entire department team at their service, the Town of Wellfleet has been able to not only complete multiple overdue repair projects, but also utilizes higher scale services such as IT planning, network administration, infrastructure assessment

- Completed updating of town-wide anti-virus software to current version levels. Computers in all departments brought into compliance for

availability on the “master” Anti-virus Remote Administration Console.

- Town Hall and Police/Fire buildings have been cut-over and connected to CapeNet “fiber” internet for greatly increased speed and more robust connectivity. Remainder of town buildings to be cut-over in the coming year(s).

BCIT looks forward to further IT progress and collaboration with the Town of Wellfleet in the future.

### Town of Truro IT Services

In spring of 2014, Barnstable County IT Department has also had an inter-municipal agreement with the Town of Truro to provide IT services.

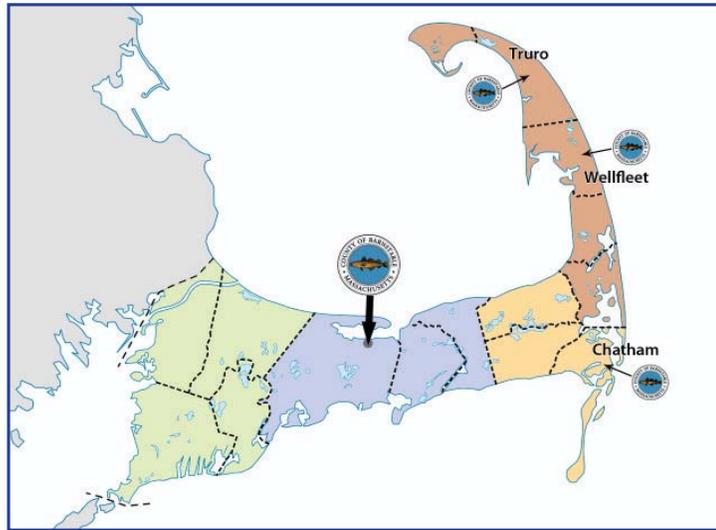
BCIT provides supplementary IT services to the Town of Truro under the direction of the Town IT Director. The IT services & support are provided in a different manner than that of Wellfleet, with the services being supplementary to their full time IT staff. On-site support is provided on a per diem basis with 1-3 days per week technical assistance in Truro. The supplementary assistance has been successful in providing satisfactory services for the town to complete various projects and provide necessary critical help where needed. Some of the services and project assistance are:

- Expanded to include additional services
- Additional contract for implementation and migration of key systems to County-hosted services
- Server and rack upgrades
- IT procurement and surplus
- Security audit preparation
- Police & Fire: various system upgrades including IMC & CGIS, Active Directory organization

and cruiser laptop maintenance.

### Town of Chatham

Another exciting regional development for Barnstable County IT Department in FY15 was the initiation of an agreement for BCIT to handle the unified communications for the Town of Chatham. The Town of Chatham signed a letter of intent for the services to be provided by BCIT and the work is expected to be completed during FY16. BCIT is looking forward to another regional opportunity to provide services to another municipality on Cape Cod and further strengthen the technical progress of Barnstable County.



### Town of Falmouth

Regional services continued to grow as FY15 closed out with the Town of Falmouth beginning discussions with BCIT for regional IT services to be provided both on and off site. This development allowed Falmouth to become the 4<sup>th</sup> Cape Cod municipality to sign

on for Regional IT Services with BCIT. Barnstable County IT & Barnstable County remain excited about these opportunities and future regional relationships.

### Regional Technology Groups

#### CATMAN (Cape & Islands Technology Managers Group)

Since FY13, Barnstable County IT Department has successfully facilitated the Cape & Islands Technology Managers Group and continued to do so throughout FY15. This group is comprised of the IT Directors of all municipalities across Cape Cod, Martha’s Vineyard and Nantucket. The CATMAN Group meets every other month to share

information and resources, as well as to strengthen the technology presence of Barnstable County by uniting the towns in the effort. Barnstable County IT Department provides the organizational and communications pieces for the group to continue to meet on a regular basis and discuss regional technology issues as well as share solutions between towns to common municipality technology challenges. The CATMAN Group has proved invaluable to individual town advancement, but has additionally become a technology force for other organizations to collaborate with. Additionally, the group collaborates on various initiatives and shared issues, including driving policy and creating documentation to share within the group for best practices across the region. The CATMAN Group is a strong technology force and the Barnstable County IT Department looks forward to the continued, unified progress of this regional technology group in FY16.

### **Public Safety Technology Users Group**

The Barnstable County Information Technology Department began the Public Safety Technology Users Group (PDTech) in December 2013 in response to the need for a users' group dedicated to the specific technology challenges faced by public safety agencies. The need for this group developed as a result of feedback and input from the regional CATMAN (Cape & Islands Technology Managers) Group already facilitated by BCIT. BCIT was joined by the Barnstable County Regional Emergency Preparedness Committee (BCREPC) to help support the needs and options for this public safety group. Since the technology group is focused on the users and the technological aspects of policing, as opposed to policy, the group is comprised of various representatives from the departments from across all ranks, with their technical responsibilities being the main component of membership. Membership participation and attendance have increased and the group has developed into a strong technology resource community for the departments to troubleshoot, train, find common solutions and explore new technological opportunities as a strong, stable unit. The PDTech Group has identified multiple regional training needs in common policing software as part of the group's focus. BCIT has successfully held

multiple regional training sessions, including a joint effort with the Cape Cod Law Enforcement Council (CCLEC) that provided two full days of software training from certified providers. This particular workshop was extremely well attended and will provide a valuable impact to police reporting and data analysis. With more trainings and initiatives scheduled for FY16, BCIT looks forward to working with REPC and the Public Safety Technology Group on more advancement and opportunity for public safety in our region.



*IT Support Specialists Earl Harmon & Ian Roberts provide support in Welfleet and Truro, in addition to here at the County Complex.*

### **SIO Stakeholder Meetings**

IT Director Billy Traverse participated throughout FY15 in the Cape Cod Commission's Strategic Information Office (SIO) stakeholder meetings. Representing the County's information technology resources, the meetings were productive and effective in keeping stakeholders informed and progress moving forward.

### **Financial & Administrative Technology Users Group (FATech)**

Barnstable County IT began the efforts to facilitate a User's Group dedicated to the various financial and administrative software and issues confronting this group. Since this is a larger and more varied group, organizing the various participants and goals of the group is a larger undertaking. With the direct assistance from the Town of Yarmouth, BCIT hopes to see this initiative become another successful

regional technology users group for the County and municipalities.

### **Regional & National Conferences**

BCIT Director Billy Traverse was able to gain further regional ground by attending various technology conferences throughout the year. The association with fellow counties and peers strengthens knowledge and best practices, keeping the County a progressive technological force for Barnstable County programs, citizens and the region.

Some conferences of note attended were:

- National Association of Counties (NACo) 2014 Annual Conference:
  - CIO Forum
  - Technology and Innovation Summit
  - Information Technology Committee
  - Telecommunications and Technology Steering Committee
- Public Technology Institute (PTI) 2014 Local CIO Summit
- Massachusetts Digital Government Summit 2014
- Gartner 2015 CIO Leadership Forum

### **IT OUTREACH & COMMUNICATIONS**

Barnstable County IT Department continues to drive IT Communications county-wide. As part of the department mission and in support of the IT Strategic Plan, BCIT continued to provide strong communication practices internally, externally and across the region to better serve our fellow staff, towns and citizens.

#### **Director Level meetings**

Director Billy Traverse continued to regularly meet one on one with County department heads in order to stay connected on their IT goals for all programs & services. The check-in meetings are

a whole department level approach to manage IT services, and support the goals of the department by communicating current IT needs as well as collaborating on future IT projects that can create further opportunities for departments once implemented. It also gives department managers an opportunity to provide the Director with feedback on IT service issues in order to keep BCIT informed and proactively improving support and service strategies. The Director Level meetings are an important part of answering the IT needs of each department in addition to seeking the input and collaboration across departments to unify IT services with the County mission.

#### **Department Team Level IT Involvement**

Another successful communications component has been involving IT staff in county department communications and staff meetings. Since the role of technology in business continues to grow, there are IT services needed in almost every aspect of County services. Sometimes the role of IT is large and defined, like providing videography services for a conference or setting up SharePoint sites for project collaboration. Other times, the role can be more subtle, such as streamlining an office procedure with technology, or implementing a better naming strategy for file storage. In order to stay informed of department practices, upcoming events, and many other technical opportunities large and small, BCIT has a presence at various department meetings, including regular team meetings or project-specific meetings such as third party web design and marketing meetings. The connection between IT and department staff has become extremely useful in both directions. IT staff are able to stay in step with procedures and practices in departments as they develop, as well as stay ahead of potential issues by delivering proactive IT support throughout the entire process. Reversely, department users continually introduce new ideas and potential uses for technology at every turn, with BCIT developing different support strategies and solutions, in addition to driving the individual service plan development. The team approach has been fantastic in project development as well as IT support. From designing online surveys for field research, to providing technology inspired web development, to online document storage, the

individual department/team participation has proved successful for service, support and development of better technologies for Barnstable County. BCIT looks forward to continuing the strong practice of attending department staff/project meetings and further collaboration into FY16 and beyond.

### BCIT Event Log Newsletter

Barnstable County IT Department continues the well-received newsletter launched in FY13, BCIT Event Log. The newsletter's main purpose is to communicate IT related issues across County departments as well as share information, technology and otherwise, between departments. BCIT Event Log was created with an all department approach, sharing events and department successes with the rest of the County Departments and beyond. The newsletter is also leveraged as a public relations and marketing tool for the County, providing current and relevant IT and department related gains relayed in an easy to read and share format. The BCIT newsletter continues successful sections such as Tech tips and the Tech Talk discussion section for sometimes more in-depth, explanations or detailed breakdowns of a complex IT subject in order to help keep users informed of today's technology practices. BCIT Event Log helps IT extend its communications across all levels and helps keep County users engaged in the best practices of technology and how it strengthens each and every department and the County as a whole. We look forward to continuing the successful IT communication piece celebrating the technical practices and successes of all things Barnstable County.

### Information Technology Working Group (ITWG)

The Information Technology (ITWG) is made up of a representative from each department and the IT Department. ITWG was refocused in FY14 to more technical in nature and in department member representation. The IT Working Group meets on a quarterly basis and has become a technology resource for the IT Director and BCIT to help support the goals, programs and services of the IT Strategic Plan. The ITWG supports County IT goals by assisting in the department level implementation of services, guiding IT policies & procedures and providing technical feedback and support as the new programs, upgrades, equipment and systems are rolled out. BCIT looks forward to continuing the development and utilization of this important IT resource to further implement the IT Strategic Plan across all County departments.

### TECHNICAL PROJECTS, SERVICES & INITIATIVES

#### Barnstable County Employee Intranet Portal

In a joint project with the County Commissioners' Office and Payroll, BCIT launched the County's first ever Employee Intranet Portal in May of 2015. The portal is designed to serve as a central location for documents and information related to being a Barnstable County staff member. The site contains an online version of the employee handbook for reference, important payroll documents and forms, EAP newsletters and various other documents. The central storage of these documents ensures the most current and relevant version is up to date and accessible to staff at all times. There is also

an announcements section for the Commissioners and general administration, and a separate area for important IT updates, outages and maintenance postings to help keep County staff informed of any



pressing service issues or policies. The Employee Intranet Portal also has a holiday schedule calendar and important links to various County-related sites such as the Commissioner meetings, the IT Help Desk and the soon to be released MUNIS self-serve portal. The site was met with great reception from both staff and administration and BCIT looks forward to further development of the site as the 24/7 Barnstable County Employee center.

### SharePoint/Microsoft Project Server 2013 Upgrade

BCIT worked with vendors and end users to plan, perform and test the cutover to a new version of the platform, resolve migration issues, develop project site templates, and ensure that the County plan is



*System Administrator Mike Bottomley and Administrative & Fiscal Manager Keri Peters managing data in new ways.*

designed for the scalability and extensibility of the system. The technical upgrade project required high level planning and design throughout various system frameworks to meet compatibility and user requirements. The upgrade project was performed while continuing to provide operational support to both programs.

### Electronic Content Management

In order to provide the highest levels of security and storage, BCIT undertook massive research of the various options available for the county to categorize and increase the findability of electronic documents stored within our computer systems.

BCIT interviewed multiple vendors to establish pricing for tools that will help to achieve the same result using a customized, managed taxonomy and document meta-tagging system.

### System Center Implementation

BCIT implemented System Center—a comprehensive, all-in-one management application that allows us to remotely manage and configure computers that are a part of the County network. System Center is a systems-management software product developed by Microsoft for managing large groups of computers running Windows, Mac OS X, Linux or UNIX, as well as various mobile operating systems such as Windows Phone, iOS and Android. Configuration Manager provides remote control, patch management, antivirus, software distribution, operating system deployment, network access protection and hardware and software inventory. System Center also allows BCIT to handle Antivirus management and deployment via the hosted system.

### Videography Services

BCIT continued to provide the videography services throughout FY15 for all County Government meetings such as the Assembly of Delegates, County Commissioners and Cape Cod Commission meetings. The services include filming of the meetings as well as providing LiveStream services, video editing, YouTube channel management and other various tasks. In addition to handling videography for County Government meetings, Barnstable County IT also provides services to all County departments for special events, trainings and public service announcements. BCIT took part in various events across the Cape thanks to many departments bringing their messages to towns and regions throughout Barnstable County.

Official Barnstable County meetings can be seen on:

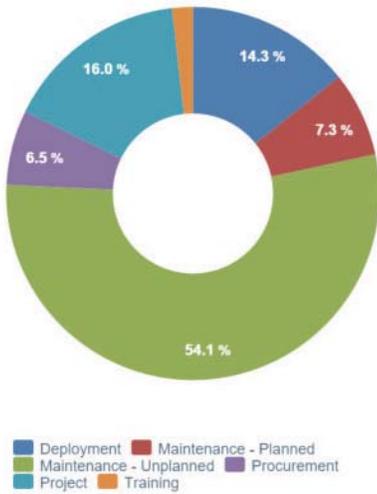
Barnstable County Livestream

Barnstable County YouTube

## MUNIS Service Upgrades

Barnstable County IT staff worked alongside Finance and Payroll during FY15 to rollout some feature upgrades to departments including the MUNIS Scheduler and the MUNIS Budget Transfers. The MUNIS Scheduler will allow departments to now print their own financial statements. This used to take place in the Finance Department and then reports were forwarded on to department heads. The MUNIS Budget Transfers will additionally allow departments to electronically enter their own budget transfer requests.

Another MUNIS initiative for BCIT is the ongoing implementation of the MUNIS Employee Self-Serve (ESS) module. The ESS module will allow staff online access to their employee information such as benefits, days accrued and dependent information. The MUNIS Employee Self-Serve module is scheduled for official release in FY16.



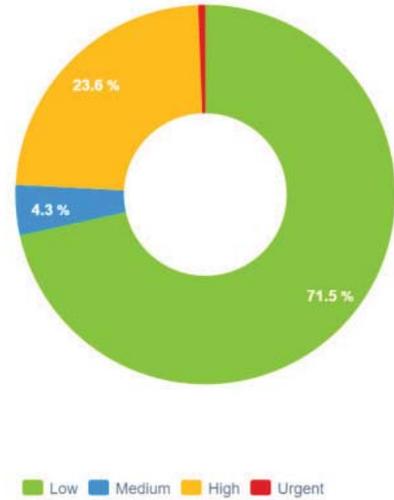
These MUNIS feature and service upgrades help allow the task to be moved to the individuals and departments as well as keeping in line with the County's paperless initiatives.

Further development of our MUNIS system to come in FY16.

## Help Desk Response Services

Barnstable County IT Department operates a full time staffed Help Desk during County business hours for break/fix issues, unplanned maintenance and general IT assistance. The Help Desk is accessible by telephone, email and using our online Help Desk

portal. The Help Desk ticketing system is utilized for issue tracking,

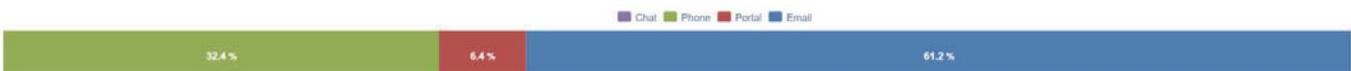


communications with customers, ticket statistics and also functions as a fully searchable records/knowledge base. Techs are able to search ticket database for repeat issues, prior resolutions and to identify larger, common issues via smaller or duplicate tickets across users. The online portal is accessible 24 hours a day, 7 days a week-keeping ticket information available to both techs and users after hours. Users can create Help Desk tickets right from their browser in a few clicks, which makes them more likely to report issues and keeps IT informed and ahead of them.

During FY15, our Help Desk received 2998 service requests, with 2864 of them resolved by the end of the 4<sup>th</sup> quarter. This is a substantial rise from our FY12 total of 1300 Help Desk tickets-67% increase over 3 years. An increased user base and ease of reporting have added to this total, but the largest contributing factor is the exponential growth of technology use across services. More users using more technology, software, devices and processes will only continue to drive this figure higher as we go forward. BCIT continues to implement careful planning, staffing and training to keep service levels high throughout this growth.

## Online Forms, Survey Design & Implementation Initiatives

Barnstable County IT Department continued to



assist other departments in data collection using online surveys and forms. The online data collection software delivers reliable results securely and efficiently to departments for immediate feedback. With the data collection moving to online formats, not only is there reduced paper and error, but additional time managing the data is now spent on reacting to the results and adjusting services appropriately to get the most out of Barnstable County programs. Some surveys of note are:

### Cape Cod Cooperative Extension Fertilizer Exam

BCIT worked with Cape Cod Cooperative Extension (EXT) to find an online solution to the changes in fertilizer education and licensing requirements for the region. EXT needed to create an easy to use online format to offer fertilizer exams for certification. BCIT and EXT designed an online quiz for participants to take from any internet connection or mobile device and, with a passing score, receive certification from the Cape Cod Cooperative Extension. The online format was paired with appropriate online education materials and followed a standard format for certification in this area. Cape Cod Cooperative Extension implemented the online quiz and result process with ease into their certification program. To continue on this success, BCIT and Cape Cod Cooperative Extension have future online educational projects planned.

### Health & Environment Blood Pressure Clinics

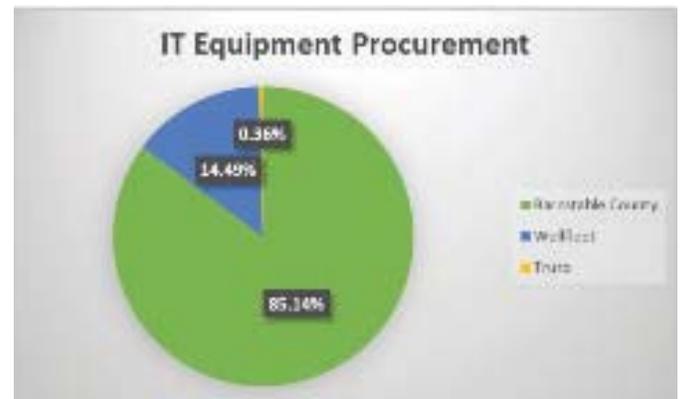
Barnstable County IT worked with Public Health Nurse Deirdre Arvidson again in FY15, following on the successful Food Pantry Nurse Visits online form initiative in FY14. This time BCIT created an online collection form to help manage the data collected by County health nurses during blood pressure clinics across the Cape. These forms had also long been done on paper and the management of important and growing data from across the region needed a better solution for storage and analysis. BCIT created online forms for nurses to enter from anywhere in the County, instantly delivering individual blood pressure clinic results to the Health Department to submit to the state. The success of this online form work with the Health Department

provides clearer, more accurate access to important health data for our region. BCIT looks forward to continuing to provide these and more progressive approaches to online data collections.

### Registry of Deeds Website Redesign

Barnstable County IT Department worked with the Registry of Deeds staff to redesign their front end website, [www.barnstabledeeds.org](http://www.barnstabledeeds.org). Separate from their deeds processing and search website supported by BrownTech, the front end site presents business related information for the Registry, such as hours of operation, various procedural and supportive documentation and monthly statistical reports. The site was redesigned with a sharp, contemporary approach to keep a clean interface and easy to navigate organization. The Registry of Deeds website redesign was a successful joint effort resulting in a better user experience for the citizens of Barnstable County.

### IT Procurement & Purchase Order Processing



New to FY15 was a more centralized approach to IT equipment procurement and processing. In accordance with the IT Strategic Plan, BCIT now funds some of the IT equipment for County workstations, making it easier to follow recommended replacement cycles and manage effective repurposing. This newer, more centralized process has streamlined equipment procurement as well, allows IT to keep some standard equipment in stock-Dell PC's, keyboards, mice and various other peripheral pieces, allowing faster deployment when necessary. This procedure also helps maintain successful vendor relationships, keeping timely quotes and response turnarounds. The effectiveness of centralizing the IT equipment

procurement process extends across the County and to our service towns-Wellfleet and Truro-in keeping work up and running smoothly instead of waiting for equipment replacement turnaround during daily or critical situations.

### **IT Surplus Equipment Auctions**

BCIT's Keri Peters and Chief Procurement Officer Elaine Davis continued to organize official IT surplus equipment auctions in order to answer the need for proper and timely disposal of outdated IT equipment across County departments. After each individual department has gone through the surplus declaration process, the equipment is then put up for bid in an auction. After the auction ends, the equipment is taken off the premises by the winning bidder and the money generated is returned to Barnstable County funding. This has been a fantastic and resourceful joint effort by both departments since FY13 and it continued in FY15 with more equipment removal and revenue return to the County.

### **Cisco UC/Jabber Implementation**

Cisco Jabber and its related systems allows the County to more fully utilize the next generation capabilities of its current Unified Communications architecture. With this implementation, users are now able to place and receive phone calls, or video-enabled calls, using their County desk phone number, from any device, anywhere in the world. A major added feature is that video A staged rollout



*IT Director Billy Traverse, IT Projects Coordinator Dave Hastings & System Administrator Laura Brown map out a project.*

is currently underway. Future expansion into video conferencing enabled meeting spaces are planned for early FY16.

### **Network Redesign**

Efforts to increase internet connection bandwidth and reliability continue with the help of outside vendors. As a result, the County is expected to have its new redundant perimeter connectivity in place within the first half of FY16. Network connectivity to off-site locations also continues as planned.

### **Virtual Desktops**

Work has started with the deployment of the underlying infrastructure required for virtual desktop hosting in late FY15, and will continue through the first quarter of FY16. Once in place, this new model for desktop deployment will not only boost internal efficiencies, but would also be a potential opportunity for a new regional IT service offering.

### **Exchange Upgrade**

IT staff and outside engineers successfully upgraded the County's Microsoft Exchange 2010 email infrastructure, to the newer, more robust Exchange 2013. This upgrade was performed with multi-tenancy and cloud service hybridization in mind, allowing us to provide regional email hosting services securely to other interested municipalities, and migrate email services to cloud hosted providers as needed in the future.

### **Office 365 Implementation**

As a subscription-based service, Office 365 offers a unique set of advantages. It ensures all users are on the same level of software versions while maintaining full licensing compliance, and offers a full suite of web-based applications as well. Due to the initial learning curve, a gradual, staged rollout continues through this fiscal year.



*IT Projects Coordinator Dave Hastings and IT Services & Outreach Coordinator Angela Hurwitz continued to manage multiple service projects throughout FY15.*

### **Domain and Certificate Consolidation**

In order to cut costs, and more efficiently and securely manage the County's web presence, the IT department has successfully consolidated all 50+ County-owned domain names, as well as public certificates required for website security, to a new, more flexible provider.

### **Microsoft Enterprise Agreement**

As part of a long term strategic plan for software licensing, the County has entered into a new Enterprise Agreement with Microsoft, providing perpetual entitlements to software for a predictable annual cost. This arrangement will allow the County and its departments to operate more efficiently, by keeping all users on compatible versions of software, while saving an estimated 25% over traditional purchasing models.

### **IT TRAINING EFFORTS**

In addition to the following formal training initiatives provided by BCIT throughout the Fiscal year, individual and as needed focus group trainings occurred frequently throughout the year as technology rollouts and devices continued. Trainings included various topics ranging web design basics, content

management organization, mobile device integration and many other general, common technology topics.

### **MUNIS County Training**

MUNIS County Trainings were both delivered and received by BCIT staff. To provide continued support and future rollout of MUNIS services, BCIT staff attended multiple training sessions during FY15 including:

- Employee Self Service (ESS) (3 day training)
- Payroll Time and Attendance (3 day training)
- Budget Transfers & Amendments (1 day)
- MUNIS Scheduler (1 Day)
- System Administration (1 Day)
- BCIT staff took then took to all of the departments to provide training on-site, individual training on:
- Transfer & Amendments
- MUNIS Scheduler

### **Public Safety Technology Group IMC Trainings**

Barnstable County IT, along with the Barnstable County Regional Emergency Preparedness Committee (BCREPC) and the Cape Cod Law Enforcement Council (CCLEC) hosted a Two Day workshop on IMC Reporting and Access. The training consisted of two certified trainers and was at capacity for both full days. This was a fantastic opportunity to assist in providing a regional training to all Cape Cod Police Departments.

### **Another Successful Fiscal Year Ends**

The Barnstable County IT Department completed another strong Fiscal year in FY2015 and looks forward to further regional growth, collaboration, promotion and support of the valuable services offered by all Barnstable County Departments, to all of Cape Cod. We thank all Barnstable County Departments for being fantastic to work with and for giving us the opportunity to serve alongside you and go forward together in technology for all of Barnstable County.





# Report of the Purchasing Division



## BARNSTABLE COUNTY PURCHASING DIVISION

Superior Courthouse  
P.O. Box 427, 3195 Main Street  
Barnstable, MA 02630

[purchasing.barnstablecounty.org](http://purchasing.barnstablecounty.org)

### Elaine Davis

#### Chief Procurement Officer

(508) 375-6637

[edavis@barnstablecounty.org](mailto:edavis@barnstablecounty.org)

The Barnstable County Purchasing Division continues to work with towns and departments to ensure that the best prices are obtained when purchasing goods and services. Since 1979, the County has maintained a centralized purchasing system, which is utilized by county departments, as well as the towns within Barnstable County. Through the coordination of bids, town and county departments are able to take advantage of the cost savings involved with the procurement of goods and services in large volumes.

The Purchasing Division adheres to the procurement policies for local governments set by the Massachusetts Legislature through Chapter 30B, Chapter 30,39M and Chapter 149 of the Massachusetts General Laws. These regulations were enacted in an effort to foster effective competition and to avoid price discrimination and unfair methods of competition. They also help to prevent "favoritism" in the awarding of contracts as bids are awarded to the responsive, responsible bidder offering the lowest price.



**COLLECTIVE BIDS:** Many of the towns of Barnstable County partner with County Purchasing to solicit bids collectively. In Fiscal Year 2015, the

Purchasing Division took the lead in the coordination of bids for the following goods and services:

**Supply and Delivery of Fuel Oil:** The Purchasing Division organized a collaborative bid for the supply and delivery of fuel oil to supply thirty-eight municipal buildings across the County with over 220,000 gallons of heating oil. Bid prices this year reflect a savings of approximately \$.29 per gallon.

**Supply and Delivery of Gasoline and Diesel Fuel:** Various municipal entities, schools, fire districts, water districts and the County Dredge participated in a collaborative bid for close to 2 million gallons of gasoline and diesel fuel. Prices this year came in at \$.84 per gallon less than the previous year's cost.

**Roadway Materials, Miscellaneous Public Works and Road Resurfacing:** Twelve towns participated in these bids for a variety of roadway materials, roadway public works items, crack filling and resurfacing projects. The bids for roadway construction items were renewed from the previous year as allowed in the bid documents.

**Golf Course Materials and Services:** Municipal golf courses and other municipal departments receive discounted prices on a list of over 100 materials such as fertilizers, fungicides, growth regulators and insecticides through this bid.

### **Office Supplies, Janitorial Supplies and Toners:**

The contract for office supplies with WB Mason was renewed for another year. This contract provides a 67.77% discount on most office supplies in the United Stationer's Catalog, as well as a substantial discount on a market basket of frequently purchased office supplies. A separate bid was solicited for 126 toners of different brands used by county and municipal departments. Also solicited were bids for a list of janitorial items such as cleaners, paper products and plastic liners that can be purchased in bulk. All office supplies, toners and janitorial supplies from these bids are published in the Barnstable County Supply Catalog which is produced by the Purchasing Division and is distributed electronically to all county and town departments and can be found on the purchasing website at: <http://purchasing.barnstablecounty.org>

**Supply and Delivery of Caustic-Potash (potassium Hydroxide – KOH), Sodium Hypochlorite, Sodium Hydroxide, Hydrated Lime and Citric Acid:** Nine water departments participated in this bid for chemicals commonly used by water departments.

**Bulk Purchase of Copy Paper:** The Purchasing Division solicited bids for the purchase of 9000 cases of copy paper for bulk delivery to schools in Barnstable County and Nantucket. By purchasing in bulk, the schools saved \$13.61 per case over the cost of purchasing the cases individually which represents a total savings of \$122,490.00.

**Portable Toilets:** This bid is for the lease and maintenance of portable toilets for use at special events, in beach or park areas and other applications where temporary or permanent portable units may be required. Five towns participated in this bid.

**Remote Set Oysters, Hard Clam (Quahog) Seed and Single Oyster Seed:** These bids are procured on behalf of the Barnstable County Division of Marine Fisheries Municipal Shellfish Propagation Program. The product is distributed to participating towns within the county.



**Elevator Maintenance and Repair:** This bid covers the inspection, maintenance and repair of elevators located in municipal buildings. Five towns awarded contracts to the responsive, responsible bidder offering the lowest price.

**Plumbing and Electrical Work:** This bid allows municipalities to establish a contract for on-call electrical and plumbing services that cost less than \$10,000.00. Three towns participated along with Barnstable County and Americorps.

**Beach Accessibility Mats:** Three towns participated in this newly established bid for accessibility mats to be used in recreational beach applications.

**Heavy Duty Stationary Compactors, Compaction Containers and Open Top Roll-Off Containers for Municipal Recycling Materials:** Four towns purchased equipment to be used for municipal recyclable materials through this newly established bid.

**Cotuit Fire District:** The Purchasing Division assisted the Cotuit Fire District Prudential Committee in bidding a new HVAC system for Freedom Hall and a request for proposals for a part-time treasurer.

**Truro Bids:** The County solicited bids on behalf of the Town of Truro for gas and diesel, propane fuel oil and a generator.

**COUNTY BIDS:** Aside from the collective bids, the Purchasing Division also solicited the following bids on behalf of the county departments:

- Public Education Web Based Tool for Land Use Planning
- Consultant for HOME Consortium 5 year Plan
- Supply and Delivery of a Used Dredge
- Consultant for Homelessness Continuum of Care Planning Activities
- Licensed Firm to Conduct Household Hazardous Waste Collections
- Coordination of the “MA Opioid Abuse Prevention Collaborative”
- Recruitment Firm to Recruit Candidates for County Administrator
- Financial Assistance to the Water Protection Collaborative
- Vending Machine Services
- Hotel Feasibility Study for Upper Cape Towns
- Upgrade/Integration of Cape Cod Commission Websites

**PURCHASE ORDERS:** County policy requires County departments to request purchase orders for purchases over \$100.00. The Purchasing Division processed 4,885 purchase orders for County departments during Fiscal Year 2015.

**WEBSITE:** The Barnstable County Purchasing website has proven to be a cost saving and efficient way of posting bids and ordering supplies. Bids are posted on the website for vendors to view and download, thus eliminating the expense of printing and mailing bid specifications. Towns are able to order their office, janitorial and toner supplies through the online ordering system, creating a more efficient and dependable method of ordering. In FY 2014, 452 orders for office supplies, toners and janitorial supplies for town departments were placed through the online ordering system. The website can be viewed at: [purchasing.barnstablecounty.org](http://purchasing.barnstablecounty.org)

**CAPE COD ASSOCIATION OF PUBLIC PURCHASING OFFICIALS:** The Cape Cod Association of Public Purchasing Officials (CCAPPO) was established by the County in 2006 to provide education and networking for local officials who are involved in the procurement duties in their towns. Participants are able to earn credits toward re-certification for the Massachusetts Certified Public Purchasing Official (MCPPO) designation through attendance at these meetings. CCAPPO met bi-monthly with presenters on topics of interest to procurement officials.

*In conclusion:* The Purchasing Division will continue its goals of encouraging fair competition, obtaining best value, ensuring the ongoing accountability of public funds, educating those who are involved in the public procurement process, and exploring new ways to help the county and towns save money through collective purchasing.

Respectfully Submitted,

Elaine Davis

Chief Procurement Officer





# Barnstable County Registry of Deeds



## Barnstable County Registry of Deeds

Railroad Ave.  
Post Office Box 368  
Barnstable, MA 02630

Tel: (508) 362-7733  
Fax: (508) 362-5065  
www.barnstabledeeds.org

Recording Hours: Monday through Friday 8:00am- 4:00pm  
Research Hours: Monday through Friday 7:45am- 4:15pm

### Administration

**John F. Meade, Esq.,**  
**Register of Deeds**

Tel: Ext. 6931  
jmeade@barnstabledeeds.org

**David B. Murphy, Esq.,**  
**Assistant Register of Deeds**

Tel: Ext. 6932  
dmurphy@barnstabledeeds.org

**Kathleen J. Grenier,**  
**Executive Administrative Assistant**

Tel: Ext. 6933  
kjgrenier@barnstabledeeds.org

**Paula Esmond**  
**Finance Assistant**

Tel: Ext. 6934  
pjesmond@barnstabledeeds.org

### Land Court

**Pamela Smith**  
**Supervisor**

Tel: Ext. 6940

**Catherine Manni**  
**Coordinator**

Tel: Ext. 6941

Recorded Land:

**Helen A. Gould**  
**Coordinator**

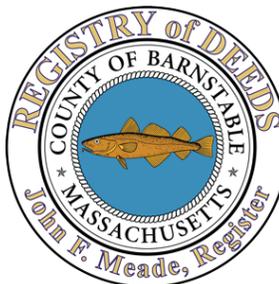
Tel: Ext. 6938

**Rene Kelly**  
**Coordinator**

Tel: Ext. 6939

The Registry of Deeds is responsible for maintaining the records of property transfers within Barnstable County. This includes all deeds, mortgages, plans and other instruments which purport to affect the title to Real Estate on Cape Cod. The Registry is used daily by local attorneys, surveyors, title examiners, real estate professionals and members of the general public who are trying to determine the status of particular parcels of land. Our goal continues to be one of providing prompt,

efficient and courteous service to all those who visit our facility.



### FISCAL YEAR 2015

FY2015 saw over 87,500 documents and plans recorded at the registry. \$8,497,216.45 in County Excise Tax and \$2,405,403.52 in County Recording and Copy Fees were collected in the past fiscal year.

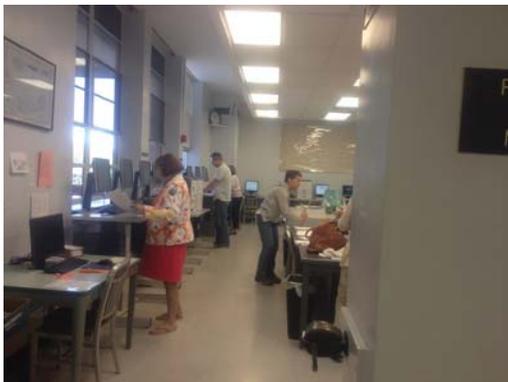
## ELECTRONIC DOCUMENT FILING

FY2015 marked the first full fiscal year of “eFiling” of recorded land documents. We saw our monthly volume of “eFiled” documents grow from approximately 12% per month to nearly 20% by the close of the fiscal year. We are already experiencing a rise in overall productivity due to this innovative means of recording

## CAPEVIEW ACCESS

The registry provides use of our internet access Capeview system to all towns within Barnstable County free of charge. The towns are exempt from are our \$50.00 annual fee and the \$1.00 per page copy fee. Capeview enables remote users to access the registry’s over three hundred years of electronic records nearly 24 hours a day 7 days a week. Users can do title rundowns, search for liens or find records pertaining to any real estate transaction within the county. The system also provides users the ability to have documents printed in their home or office without involving registry personnel. All Assessors offices and many town departments in the county have free accounts with us. The savings to the towns have been significant since we began offering the service over 15 years ago.

Credit Card payment processing was introduced to our website in the middle of FY 2014. This has enabled account holders to fund their accounts for printing at nearly any hour of the day without having to mail or deliver a check. It has also enabled casual users of our website to print a copy without having to open an account or mail in a copy request.



## NEW HOMEPAGE

In June 2015 the registry, with the assistance of County IT, rolled out our new homepage. It was the first step in a process to update our online presence for years to come.

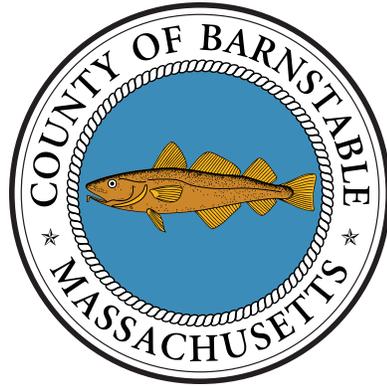


## DECLARATION OF HOMESTEAD FORMS

The registry and its staff provide valuable assistance to all homeowners in Barnstable County with the preparation of declaration of homestead forms. These forms are available free of charge at our copy counters. The cost to record a homestead is \$35.00 in both our recorded land and our registered land (Land Court) departments. The Declaration of Homestead under Massachusetts General Laws Ch.188 gives persons up to \$500,000.00 protection on their primary residences. It can be a valuable last line of defense and it is recommended to all homeowners in Barnstable County.



# **Barnstable County Department of Resource Development & AmeriCorps Cape Cod**



Barnstable County  
Resource Development Office/AmeriCorps Cape Cod

P.O. Box 427  
Barnstable, Massachusetts 02630

Phone: (508) 375-6869  
Fax: (508) 375-6887  
resourcedevelopment@barnstablecounty.org  
americorps@barnstablecounty.org

www.barnstablecountyrdo.org  
www.americorpscapedod.org

**Darlene Johnson-Morris**  
**Resource Development Office Manager**  
**AmeriCorps Cape Cod Program Director**  
(508) 375-6868  
djohnsonmorris@barnstablecounty.org

**Julie Ferguson**  
**Deputy Director**  
(508) 375-6879  
jferguson@barnstablecounty.org

**Frances Weidman-Dahl**  
**Resource Development Officer**  
(508) 375-6965  
fweidmandahl@barnstablecounty.org

**Amanda Howe**  
**Resource Development Officer**  
(508) 375-6897  
ahowe@barnstablecounty.org

**Bobbi Moritz**  
**Resource Development Officer**  
(508) 375-6873  
bobbi.moritz@barnstablecounty.org

**Priscilla Ellis**  
**Administrative Assistant**  
(508) 375-6869  
pellis@barnstablecounty.org

**Christin Marshall**  
**Program Coordinator**  
(508) 375-6872  
cmarshall@barnstablecounty.org

**Amy Henderson**  
**Program Specialist**  
(508) 375-6864  
ahenderson@barnstablecounty.org

**Brittany Quaglieri**  
**Program Specialist**  
(508) 375-6863  
brittany.quaglieri@barnstablecounty.org

**Brandy Meador**  
**Fire Corps Program Supervisor**  
(508) 375-6975  
firecorps@barnstablecounty.org

**Zachary O'Halloran**  
**Bourne Residential Program Supervisor**  
(508) 375-6871  
bourne@barnstablecounty.org

**Jennifer Zakrzewski**  
**Wellfleet Residential Program Supervisor**  
(508) 375-6905  
wellfleet@barnstablecounty.org

## RESOURCE DEVELOPMENT OFFICE

The Barnstable County Resource Development Office (RDO) works to build, strengthen, and expand the capacity and resources of Barnstable County departments and the fifteen towns within the region of Cape Cod. The mission is achieved through Grant Administration & Operation, Grant Development & Outreach, Technical Assistance and Education. RDO obtained more than \$1 million in grant funds for community projects in FY15, an almost 60% increase over FY14. The department provides development and oversight for several regional projects including the implementation and management of the AmeriCorps Cape Cod program.

The Resource Development Office provided technical assistance and/or grant writing services to a number of County divisions including AmeriCorps Cape Cod, Cape Cod Cooperative Extension, Cape Cod Medical Reserve Corps, Barnstable County Regional Emergency Planning Committee, Department of Health and Environment, Department of Human Services, Children's Cove and Public Health Nurses.

RDO has provided grant writing, administration and oversight services to the towns of Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Falmouth, Harwich, Mashpee, Orleans, Provincetown, Sandwich, Truro, Wellfleet, and Yarmouth.



*Resource Development Staff: Bobbi Moritz, Amanda Howe, Priscilla Ellis, Darlene Johnson-Morris, Julie Ferguson, Fran Weidman-Dahl*

RDO staff supervised, managed, and administered the operations of the AmeriCorps Cape Cod program that provides services focused on land management, water conservation, environmental education, and disaster preparedness. RDO staff assisted AmeriCorps members with fund-raising and grant writing training that led, for example, to an original children's book.



*The Plastic Breeze is a children's book about recycling written by two AmeriCorps members and published with the assistance of Resource Development Officers and grants from the Cape Cod Five Foundation and Barnstable County.*

## Grant Management

RDO provided fiscal oversight for more than 60 grants and contracts worth more than \$4.5 million in FY15, a 55% increase over FY14. The funding provides regional programs with the means to deliver services to residents of Barnstable County without increasing the financial burden on taxpayers.

In response to the December 26, 2014 implementation of the federal "Supercircular," 2 CFR 200, the Resource Development Officers attended intensive trainings on changes in regulations guiding management and oversight of all federal grants. The 2 CFR 200 consolidates eight grants-related guidance documents into a single set of uniform requirements for all recipient entities. The Resource Development Office provides fiscal management and oversight that ensures compliance with all Federal and State regulations. Quality fiscal management leads to future funding for our towns and County

departments and strengthens fiscal responsibility for the County.

The Resource Development Office also provides grant administration and management for the Town of Harwich’s Human Service Grant that provides support to 13 human service non-profit organizations across the region.

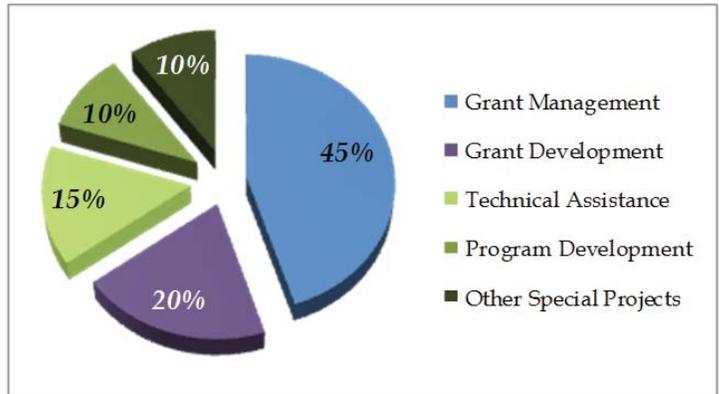
RDO manages the grants and contracts that the County Departments receive each year, such as:

- Children’s Cove: The Cape Cod and Islands Child Advocacy Center is a freestanding, child-friendly facility designed, staffed and equipped to provide comprehensive and coordinated multidisciplinary services to child abuse victims and their families.
- Southeastern Massachusetts Aquaculture Center (SEMACE) provides valuable marine information through its shellfish farm and disease research networks and water quality monitoring.
- Medical Reserve Corps (MRC) trains and mobilizes volunteers to respond according to state and federal protocols for disasters across all of Cape Cod.
- Prevention Wellness Trust Fund (PWTF) identifies and manages the health-related issues and the referral network to help elders with these needs.

**Grant Development**

During 2015, the department received requests to collaborate on federal, state, and local grant opportunities that addressed homeland security, military families, community safety, environmental protection, substance abuse, mental wellness, economic development, and the National Park Service. The development “arm” of the department is expanding its outreach through substantive participation with field experts seeking funds to support their goals.

**RDO Responsibilities**



**RDO Staffing Changes**

During FY15 the Resource Development Office welcomed Amanda Howe and Bobbi Moritz. Amanda returned to Barnstable County as an RDO Officer focusing on grant management, and offered a wealth of knowledge from her previous years of experience here. Bobbi brought more than 20 years of grant writing and development experience to the County, and is collaborating with the county departments and towns on a number of exciting new projects.

**AMERICORPS CAPE COD**

The AmeriCorps Cape Cod program is a collaboratively funded grant program created, developed and operated by the Resource Development Office. Fiscal Year 2015 (FY15), AmeriCorps Cape Cod began year three of a three year grant cycle totaling \$425,600 per program year (\$1,276,800) provided by the Corporation for National and Community Service through Massachusetts Service Alliance with matching funds provided by Barnstable County.

AmeriCorps members provide individual and group service with over 150 service organizations. AmeriCorps Cape Cod engages 32 college-educated adults in full-time service to address critical community and environmental needs in the areas of natural resource management, volunteer engagement, environmental education and disaster preparedness and response. Housing for these members is donated by the Cape Cod National Seashore and Barnstable County.

The Year 16 Corps is the latest in a succession of young women and men who have served on Cape Cod since 1999. AmeriCorps members logged 55,599 hours in FY15, which brings the total of volunteer hours served since 1999 to 748,672. That translates into an estimated program value of more than \$20,000,000 accruing to Cape towns, state and federal agencies, and non-profit organizations engaged in natural resource management (land and water conservation), disaster preparedness and response, and environmental and community education. The AmeriCorps volunteers contributed their time, talents and energy to a remarkably wide range of projects including shellfish propagation, herring run clearing, wildland fuel reduction, dolphin strandings, environmental programs for school children, coastal erosion control, and invasive species removal.



*Massachusetts AmeriCorps 20th Anniversary Celebration held at Tufts University on September 12, 2014 with County Commissioner Sheila Lyons.*

## Disaster Preparedness and Response

AmeriCorps Cape Cod's disaster preparedness and response training is a comprehensive emergency preparedness training, coincident with local, state, and federal standards. Upon joining the program, members receive training in the National Incident Management System, the Incident Command System, Shelter Operations, Psychological First-Aid, serving in a disaster at a Multi-Agency Coordination Center, understanding public safety emergency communications, assisting vulnerable populations and helping people with mobility needs. Additionally, members are divided into Shelter Teams early in the program year and assigned to one of the six regional shelters. As part of this initiative, AmeriCorps Cape Cod has also developed and implemented a new emergency on-call schedule and notification system. Not only does this ensure member availability to the local community, but it also provides a higher level of member accountability in the event of a disaster.

## FireCorps

Additionally, the program completed the 3<sup>rd</sup> year of a new initiative—the AmeriCorps FireCorps—in partnership with the Cape Cod National Seashore



*AmeriCorps members Michael Quarella and Sawyer Cresap packing up a cot at the Sandwich High School shelter after completing more than 48 hours of disaster response during the January 2015 winter storm.*

Fire Management Team led by David Crary. A U.S. Forest Service study found that Cape Cod with its sandy soils, drying winds, and fuel types is as wildfire prone as the fire-ravaged regions of southern California. The 6-member AmeriCorps FireCorps helped reduce wildfire risk by completing cut and pile projects as well as controlled burns on over 350 acres based on priorities defined by the Barnstable County Wildfire Preparedness Plan and the Cape Cod National Seashore Resource Management Plan. FireCorps Members start the year with little to no experience with fire and are quickly trained by National Standards to be Wildland Firefighters – Type 2. Upon successful completion of the program year, FireCorps Members are qualified to apply for a Wildland Firefighting Position at a GS4 level.

## AMERICORPS CAPE COD PROVIDED COUNTY-WIDE SERVICES

In FY 2015, Barnstable County's AmeriCorps Cape Cod members completed 55,599 hours of service addressing natural resource management, disaster preparedness and response, education, and volunteer generation. Service hours include the 492 group projects completed by the corps. Over their 11 months of service the members engaged over 800 community volunteers who served over 2,000 hours with AmeriCorps Service Partners.

**NOTE: The following is not a comprehensive list of projects, but rather a list of highlights from the 2014 to 2015 service year.**

### WETFEST

Taught over 1,600 fourth to sixth grade students about groundwater, water quality, and other water issues relevant to Cape Cod through experiential learning.

### TOWN FIRE TRUCK TYPING

Partnered with the Massachusetts Department of Conservation and Recreation (DCR) Forest Fire Control to inventory and compile a list of the forestry fire apparatus in each town to obtain a better understanding of wildfire response and preparedness Cape-wide.

## BARNSTABLE

### *County Tree Nursery*

Assisted with planting, pruning, thinning nursery stock, and removing invasive species.

### *Barnstable Shellfishing*

Served with the Barnstable Department of Marine and Environmental Affairs to construct, repair, and organize equipment for shellfish propagation use.

### *Cotuit Bay at Handy Point Quahog Maintenance*

Harvested and broadcasted mature quahogs, and planted quahog seed under nets (15,000 quahogs/net) with the Barnstable Department of Marine and Environmental Affairs.

### *West Bay Quahog Maintenance*

Harvested quahogs from "Joe's Grant" with the Barnstable Department of Marine and Environmental Affairs and free planted off South Bay Road and the eastern portion of West Bay.

### *Barnstable Harbor at Scudder Lane Quahog Maintenance*

Pulled predator exclusion nets and sampled quahogs to determine the success of the propagation area with the Barnstable Department of Marine and Environmental Affairs.

### *East Bay Road Parcel*

Served with Barnstable Land Trust to remove invasive species, clear a vista, and prepare a bank to plant for erosion control.

### *Meadow Point Parcel*

Cut and bagged phragmites that invaded this Barnstable Land Trust area.

### *Barnstable State Forest Fire Road Construction*

Cleared a fire road in Barnstable State Forest to provide access for fire apparatus and to create a fire break in the event of a fire.

### *Cape Cod Pathways Trail Mapping*

Served with the Cape Cod Commission to map all major trailheads Cape-wide in an effort to raise awareness of recreational opportunities.

### *Craigville Red Lily Pond Coalition*

Served in Craigville to remove phragmites, improve herring run flow, and cut back vegetation along the stream to increase access.

### *Tree Blitz*

Taught middle school students about soil, invasive plants, plant seeds, and native species.



*AmeriCorps members clearing a herring run in Brewster*

## **BOURNE**

### *Sagamore Hill*

Served with the Army Corps of Engineers to remove invasive species around the gun stations and surrounding trails to help restore this historic area.

### *Mashnee Dike*

Cut back oak and pitch pine saplings to restore and maintain this rare grassland habitat in conjunction with the Army Corps of Engineers.

### *Bournedale Herring Run*

Removed natural and human-made debris from the Herring River with the Army Corps of Engineers

and the Bourne Department of Natural Resources.

## **BREWSTER**

### *Punkhorn Trail Maintenance*

Cleared underbrush and reduced fuels to reduce wildfire potential in the Punkhorn Conservation Area with the Brewster Department of Natural Resources (DNR).

### *Wing Island Maintenance*

In collaboration with the Cape Cod Natural History Museum and the Brewster Department of Natural Resources, cleared 15 acres of brush in order to perform a prescribed burn. Assisted with construction and installation of a boardwalk.

### *Kingsbury Matthews Farm*

Served with the Brewster DNR to maintain native Cape grasslands by removing and chipping encroaching pitch pine stands and invasive black locust trees.

### *Hawks Nest Farm*

Maintained native Cape grasslands by removing and chipping encroaching pitch pine stands and invasive black locust trees with the Brewster DNR.

### *Mother's Bog Land Restoration*

Brush cut and chipped to remove pine saplings in an area being restored to Cape heathland habitat.

### *Punkhorn Fire Management*

Served with the Brewster DNR to create buffer zones along the roads in the Punkhorn Conservation Area, providing fire breaks in the event of a wildfire.

***Nickerson State Park Hazardous Tree Removal***

Removed dead and hazardous trees from trails and fire roads in collaboration with Massachusetts DCR Forest Fire Control to ensure the safety of visitors and emergency personnel.

***Nickerson State Park Wildfire Mitigation***

Created protective buffers around park buildings to ensure safety in a wildfire event with the Massachusetts DCR Forest Fire Control.

***Walker and Slough Pond Herring Run***

Removed natural debris clogging the herring run connecting Walker and Slough ponds with the Brewster Department of Natural Resources.

***Quivet Marsh Vista Clearing***

Removed invasive plants at the Quivet Marsh Conservation Area in order to increase the health of the parcel in partnership with the Brewster Conservation Trust.

***Mant's Landing Erosion Control Fencing Installation***

Installed sand drift fencing with the Brewster Department of Natural Resources in order to mitigate dune erosion.

***Trail Maintenance at the Stony Brook Grist Mill***

Performed maintenance on the trails surrounding the historic Stony Brook Grist Mill in partnership with the Brewster Department of Natural Resources.

***Bladen Conservation Area Trail Maintenance***

Increased accessibility to the Bladen Conservation Area through comprehensive trail maintenance.

***Mant's Landing Oyster Cull***

Completed a seasonal cull of the municipal oyster

beds with the Brewster Department of Natural Resources.

***Trail Maintenance at the Matthews Conservation Area***

Made improvements to the existing trail system at the Matthews Conservation Property in affiliation with the Brewster DNR.

***Invasive Clearing at the Tubman Farm Conservation Area***

Cut and piled a mass of invasive plants and trees to be burned to restore more of the parcel to native meadowland in collaboration with the Brewster Conservation Trust.

***Tubman Property Pile Burn***

Assisted the Brewster Conservation Trust with a pile burn of previously cleared invasive plant material and natural detritus.

***Beach Preparation***

Constructed beach fencing and kayak racks with the Brewster DNR to prepare for upcoming seasonal use.

***Beautify Brewster***

Led 157 community volunteers in cleaning and rehabilitating many conservation and open spaces throughout town in collaboration with the Brewster Department of Natural Resources.

***Camp Dream Day Cape Cod Clean-Up***

Assisted camp volunteers in helping clean up the grounds and prepare the facilities for use by families with a child facing a life-threatening illness that stay at no cost throughout the summer.

**CHATHAM**

### ***Barclay Pond Trail***

Served with the Chatham Conservation Foundation to remove invasive species to improve public safety and visibility along the road.

### ***Old Harbor Road and Shore Road Corner Parcel***

Maintained this area with Chatham Conservation Foundation by clearing invasive species to create space for native flora to thrive.

### ***Frost Fish Creek Trail Maintenance***

Served with the Chatham Conservation Foundation to remove hazardous trees to improve trail safety.

### ***Conservation Land Maintenance***

Cleared invasive Norway maple, poplar, privet and honeysuckle from Chatham Conservation Foundation land in preparation for a later pile burn.

### ***Conservation Land Pile Burn***

Cut and burned invasive plants with the Chatham Conservation Foundation in order to promote native grass and biodiversity.

### ***Sylvan Gardens Invasive Removal***

Assisted the Chatham Conservation Department in clearing invasive plants to increase accessibility to the Sylvan Gardens conservation parcel.

### ***Oyster Float Bag Construction***

Served with the Chatham Shellfish Department to construct float bags that will be used to grow oysters for the municipal shellfishery.

### ***Book & Media Swap***

Assisted the Chatham Department of Health and Environment in managing this annual event focused on sharing and recycling media.

### ***Goose Pond Clean-Up***

Served with the Chatham Department of Health and Environment to install fencing and remove litter from a conservation area on Goose Pond.

## **DENNIS**

### ***Cole's Pond Drive Parcel***

Served with Dennis Conservation Trust to cut back invasive species from the road, created a new trail, and maintained the existing trails on the parcel.

### ***Shoop Community Garden Conservation Area***

Cleared a new walking path in the property's trail system and removed invasive species in the garden and surrounding areas with the Town of Dennis Department of Natural Resources.

### ***Merrill Memorial Conservation Area***

Assisted the Town of Dennis Department of Natural Resources in constructing a new boardwalk on town conservation land to commemorate our veterans.

### ***Blueberry Patch Maintenance***

Served with the Dennis DNR to expand and maintain blueberry patches to ensure the health of



*AmeriCorps members from the Bourne House propagate shellfish on a warm, sunny service day.*

plants in the growing season.

### ***Crowes Pasture Land Management***

Removed, burned, and disposed of invasive bittersweet, honeysuckle, and black locust trees with the Dennis DNR.

### ***Kelly's Bay Overlook***

Cleared invasive species and hazardous trees with the Dennis DNR.

### ***Whitfield-Johnson Conservation Pile Burn***

Collaborated with Cape Cod National Seashore (CCNS) Fire Management Office to complete a pile burn and restore native Cape grasslands.

### ***Crowe's Pasture Oyster Cull***

Assisted the Dennis Department of Natural Resources in culling the Town's oyster beds.

## **EASTHAM**

### ***Salt Pond Oyster Cull***

Served alongside the Eastham Department of Natural Resources to cull the oysters grown in Eastham's iconic Salt Pond in preparation for the advent of the recreational season.

### ***Hemenway Road Beach Clean-Up***

Removed large quantities of debris from Hemenway Road Landing in collaboration with the Eastham Department of Natural Resources.

### ***Beach Fence Construction and Installation at Thumpertown Town Beach***

Served alongside the Eastham Department of Natural Resources in rebuilding a beach fence that had been destroyed by the winter storms.

## **FALMOUTH**

### ***Falmouth Service Center***

Prepared garden beds for winter, helped install a new fence, performed general maintenance and removed invasive species on the grounds.

### ***Waquoit Bay National Estuarine Research Reserve***

Fell, cut, and transported dead red pine trees to repurpose for seating in the new educational amphitheater at the visitor center, and constructed an osprey pole.

### ***Menauhant Beach Split Rail Fence Removal and Installation***

Served with the Falmouth Beach Department and DPW to remove old and install new split rail fencing along Menauhant Beach.

### ***CARE for the Cape and Islands Day***

Assisted CARE for the Cape and Islands with their second annual day of service at Waquoit Bay National Estuarine Research Reserve by leading volunteer groups in completing spring improvement projects.

## **HARWICH**

### ***Mission Wolf Show***

Assisted with the set-up and facilitation of the Mission Wolf show, an event for community members to learn about and interact with live wolves, sponsored by Harwich Conservation Trust.

### ***The Family Pantry Garden Maintenance and Improvement***

Prepared The Family Pantry's community garden for the winter and spring seasons, while clearing additional beds that may be used to expand the scope of the pantry's gardening efforts.

### ***Ecological Restoration at Bank Street Bog***

Continued efforts to restore the Harwich Conservation Trust's unique Bank Street Bog by increasing the habitat available to wildlife and limiting the presence of invasive species.

### ***Clearing the Herring River***

Cleared natural debris and improved water flow in stretches of the Herring River that are integral to enabling effective herring migration patterns, in collaboration with the Harwich Department of Natural Resources.

### ***Bird of Prey Show***

Assisted with the set-up and facilitation of the annual Bird of Prey Show, an event for community members to learn about and interact with owls, sponsored by Harwich Conservation Trust.

### ***Thompson's Field Pile Burn***

Managed three acres of Harwich Conservation Trust land by mitigating wildfire risk and restoring open grassland with the assistance of the CCNS

Fire Management Office.

### ***Meet Your Local Farmers***

Assisted with set-up and management of this event hosted by the Harwich Conservation Trust, which promotes local agriculture.

### ***Cut & Burn at White Cedar Woods***

Removed and burned invasive plant material at this Harwich Conservation Trust site.

### ***Tour De Trash, Town-wide Clean-Up***

Served alongside the Harwich Conservation Trust in organizing and managing a town-wide clean-up of conservation properties by community volunteers.

## **MASHPEE**

### ***Little River Quahog Maintenance***

Removed nets, harvested, and seeded quahogs in Little River to improve water quality.

### ***Santuit Pond Preservation Area***

Cleared new walking trails and built and installed resting benches on this parcel of land with the town of Mashpee Conservation Department.

### ***Trout Unlimited***

Brush cut large sections along the edge of the Quashnet River, restored sections of the bank to increase water flow, and planted trees to increase habitat and ground stability.

### ***Oyster Cage Construction***

Served with Mashpee Shellfish Department to construct oyster cages for future propagation purposes.



*On April 7, 2015 AmeriCorps members and staff organized a "County Day of Recognition for National Service" service event in collaboration with the Town of Mashpee Conservation and Shellfish Department.*

*County Commissioner Sheila Lyons and County Administrator Michael Brillhart joined the crew for the day.*

***Mashpee Herring Runs***

Removed natural and human-made debris from the Quashnet, Mashpee, and Santuit Rivers with the Town of Mashpee Conservation Department.

***Quashnet River Property***

Constructed and installed trail step with Waquoit Bay NERR staff, while clearing and maintaining trails on the parcel.

**ORLEANS*****Namequoit Bog Restoration***

Furthered the ongoing restoration efforts at this historic Orleans Conservation Trust site by clearing dead wood that is limiting effective ecological succession.

***Invasive Species Removal at the Mauch Gift***

Removed a wide range of problematic invasive species in collaboration with the Orleans Conservation Trust.

***Orleans Watershed***

Removed hazardous trees surrounding pump houses for the Orleans Water Department. In addition, removed invasive trees and plants such as black locust and honeysuckle.

***Putnam Property Clearing & Irrigation Installation***

Cleared meadowland and installed irrigation lines in collaboration with the Town of Orleans Conservation and Tree Departments as part of a plan to create a new community garden on the parcel.

***Invasive Species Removal and the Young Flint Conservation Area***

Removed invasive plants at the Young Flint Property with the Orleans Conservation Trust.

***Invasive Species Removal at White's Lane Conservation Area***

Removed invasive plant species to increase accessibility and health of parcel with the Orleans Conservation Trust.

***Nauset Regional Middle School***

Assisted with final preparation of a new educational greenhouse and a graded walkway to increase accessibility and utility of the greenhouse.

***Invasive Species Removal at the Huebler Property***

Cleared invasive plants and trees around structures and pathways at the Huebler Property in collaboration with the Orleans Tree and Highway Departments.

***Namequoit Bog Pile Burn***

Served with the Orleans Conservation Trust to burn piles of dead plant material, to advance ecological succession goals.

***Beach Grass Planting at Nauset Beach***

Served with the Orleans Departments of Natural Resources and Conservation to plant beach grass on the dunes surrounding Nauset Beach to limit further erosion.

***Uncle Harvey's Site Maintenance***

Served with the Orleans Tree Department on continued maintenance of this former AmeriCorps Week site.

***National Volunteer Week***

*National Volunteer Week project  
April 13-17, 2015.*

Served alongside 300 community volunteers and students to build a trail system, outdoor classroom, and garden shed for Nauset Regional Middle School.

## PROVINCETOWN

### *Fall Clean-Up of B Street Gardens*

Prepared community garden for winter and continued management of the property by removing invasive species and improving accessibility in partnership with the Provincetown Conservation Department.

### *Invasive Species Removal at Shank Painter Conservation Area*

Removed invasive plants and cleared downed-trees that were limiting accessibility to this valued conservation parcel managed by the Provincetown Conservation Department.

### *Clean-Up of Hatches Harbor and Herring Cove Beaches*

Served with the Center for Coastal Studies to remove large quantities of debris from both beaches.

### *Beach Grass Planting at Gosnold Landing*

Served with the Provincetown Department of Health & Environment to plant large quantities of beach grass to mitigate erosion of the dunes throughout Gosnold Landing.



*AmeriCorps Cape Cod Bourne House Members serving with Mashpee Shellfish Constable Rick York, load a dump truck filled with 5.5 million oyster seed purchased from the Aquaculture Research Center.*

## SANDWICH

### *Camp Hayward Recreational Space Clearing and Improvement*

Served with Camp Burgess and Hayward staff to clear a wooded area for use as a new low ropes course.

## TRURO

### *Community Garden Winterization*

Winterized the community garden at the Truro Public Library and at the educational gardens at the Truro Central School and Wellfleet elementary school.

### *Ballston Beach Clean-Up*

Collaborated with the Center for Coastal Studies in removing trash and debris that accumulated over the winter at Ballston Beach.

### *National Seashore Ponds Clean-Up*

Assisted Cape Cod National Seashore staff in combating erosion and preparing pond areas for seasonal use.

### *Edgewood Open Space Trail Construction*

Installed a trail designed in collaboration with the Truro Conservation Trust on one its larger parcels.

## WELLFLEET

### *Fall Clean-Up of the Pleasant Hill/Oakdale Cemeteries*

Served alongside the Wellfleet Cemetery Committee to clear and restore the landscape at this pair of historic Outer Cape cemeteries.

### *Wellfleet State of the Harbor Conference*

Assisted the Cape Cod National Seashore and Mass Audubon, among others, in facilitating this

conference on marine science issues affecting Wellfleet and the Outer Cape.

### ***Wellfleet OysterFest***

Served as members of the recycling team by directing festival attendees to shell recycling stations and thereby contributing to the restoration of Wellfleet Harbor in affiliation with the National Marine Fisheries Service.

### ***Herring River Clearing***

Assisted the Wellfleet Herring Warden in clearing debris and invasive plants that were limiting the flow of water through the Herring River in Wellfleet.

### ***National Seashore Ponds Clean-Up***

Assisted Cape Cod National Seashore staff in combating erosion and preparing pond areas for seasonal use.

## **YARMOUTH**

### ***Scenic Brook Restoration***

Served with the Yarmouth Conservation Trust to restore conservation property at Homer's Dock Road.

### ***Dennis Yarmouth Regional Sheltering Operation***

Served with Barnstable County Regional Emergency Preparedness Committee to deploy and staff Dennis Yarmouth Regional Shelter during winter storm from January 26-28, 2015. Members opened shelters, served clients, and closed shelters over the course of the 72 hour shelter deployment.

### ***Disaster Preparedness Presentation***

Served at the Yarmouth Senior Center to deliver the "Be Red Cross Ready" disaster preparedness curriculum to local seniors.

## **CAPE COD NATIONAL SEASHORE**

### ***Marconi Headquarters Heathland Restoration***

Brush cut pitch pine sprouts were in order to maintain open heathland habitat with the Fire Management Office.

### ***White Cedar Swamp Area Fuels Reduction***

Removed dead and fallen trees from the trail system and brush cut areas outside of the swamp with the Fire Management Office to provide fire breaks and improve habitat.

### ***Helipad Fuels Reduction***

Removed and piled trees that encroached upon the heathland around the helipad. These trees increased fire risk, infringed upon surrounding habitat, and affected the safety of emergency response helicopter landing. Performed a prescription (RX) burn.

### ***Pilgrim Spring Fuels Reduction***

Thinned, piled and burned the forest to reduce wildfire risk and restore historic and cultural resources, such as the vista to the ocean.

### ***Fort Hill Brush cutting***



*AmeriCorps FireCorps members JoBeth Minniear and Will Wenrich take a break from service to pose for a photo.*

Brush cut open areas of Fort Hill to halt the encroachment of invasive species and to preserve rare open habitat on Cape Cod.

### ***Joint Base Cape Cod Prescribed Fire***

Performed a 10-acre prescribed burn training on a blue stem grass habitat in an ongoing effort to maintain an open habitat.

### ***Griffin's Island RX Burn***

Completed a half acre burn to reduce fuel loads and wildfire risk on Griffin's Island in Wellfleet.

### ***Nitrogen Plot Clear Cuts***

Collaborated with the University of Florida to study a number of land management treatments and their effect on nitrogen deposition.

### ***Prescribed Burn at PAVE PAWS***

Completed a six-acre prescribed fire at Bourne Air Force Base in order to maintain open grassland habitat.

### ***Snake Road Fire Management***

Created a protective buffer along either side of a road at the Highland Center in Truro to provide adequate access for emergency responders.

### ***Pilgrim Springs FRIENDS of the Cape Cod National Seashore Pile Burn***

Served with the volunteer group FRIENDS of the CCNS to cut and pile pitch pine in Truro to promote forest health and reduce fire danger.

### ***Nauset Ranger Station FRIENDS Pile Burn***

Collaborated with the volunteer group FRIENDS of the CCNS to create a protective buffer in areas around the Nauset Ranger Station in Eastham to reduce wildfire risk. Piled and burned all materials.

### ***Pilgrim Springs Pile Burn***

Thinned the pine/oak forests for ecological health and fire mitigation with the CCNS Fire Management office.

### ***Provinceland Visitor Center Pile Burn***

Cut, piled, and burned pitch pines at the Provincelands Visitor Center in Provincetown to restore heathland, mitigate fire risk, and restore scenic vistas.

### ***Withus House Pile Burn***

Created a protective barrier around park property in Eastham by cutting, piling, and burning material in the vicinity of the residence, ensuring safety in the case of a wildfire incident.

### ***Three Sisters Light House Pile Burn***

Removed, piled, and burned hazard trees and trees affecting the cultural resource. Cleared brush in open spaces to maintain grassland on Cape Cod.

### ***Marconi Site Pile Burn***

Cut back, piled, and burned scrub oak stands near the Marconi Site Comfort Station to restore habitat for native birds and rabbits.

### ***Marconi Beach Pile Burn***

Cut back, piled, and burned scrub oak stands near the Marconi Beach Ticket Booth to restore habitat for native birds and rabbits.

### ***Highlands Center Pile Burn***

Served with the Wellfleet House to reduce fuel loads in the residential area of the Highlands Center.

### ***Pilgrim Springs Pile Burn with City Year Boston***

Collaborated with City Year Boston, another AmeriCorps program, to thin, pile and burn the

forest surrounding Pilgrim Springs in Truro, reducing wildfire risk, and restoring historic and cultural resources.

#### ***Fort Hill Pile Burn***

Cleared brush in open areas of Fort Hill to halt the encroachment of invasive species and to preserve rare open habitat on Cape Cod. Removed pitch pines and black locust trees.

#### ***Truro NEED Building Pile Burn***

Reduced fuels in the area surrounding the NEED building in collaboration with the FRIENDS of the Cape Cod National Seashore.

#### ***Gilbert House Pile Burn***

Reduced wildfire risk by creating a protective barrier around the residence at one of the many CCNS-owned residences.

#### ***MITRE Site Pile Burn***

Thinned the pine/oak forests for ecological health and fire mitigation with the CCNS Fire Management office.

#### ***Massachusetts Military Reservation (MMR) RX Burn***

Performed a prescribed fire totaling 63 acres to promote ecological health and reduce fire risk.

#### ***Eastham/Wellfleet Town Line Fire Road Clearing***

Widened fire road to accommodate firefighting apparatus access for future prescribed burns and in case of wildfire.

#### ***Nauset Light Pile Burn***

With the Girl Scouts of America and Nauset Regional High School volunteers, reduced fuels around Nauset Lighthouse and the bike trails.

#### ***Richardson House Pile Burn***

Reduced wildfire risk by creating a protective barrier around the residence at one of the many CCNS-owned residences.

#### ***Salt Pond Motel Pile Burn***

Reduced fuels to improve the viewshed at the site of the former Salt Pond Motel with the assistance of the Boy Scouts of America.

#### ***MITRE Firing Range Pile Burn***

Reduced fuels in the vicinity of a Law Enforcement Training area to protect it in the event of a wildfire.

#### ***MMR Prescribed Fire***

Burned 480 acres of land to restore ecosystem health and reduce fuels in conjunction with the US Military, Wildland Restoration International, and the Massachusetts DCR.

#### ***Salt Pond Visitor Center Pile Burn***

Served with the FRIENDS of the Cape Cod National Seashore to clear and burn areas surrounding the Salt Pond Visitor Center.

#### ***Stevens House Pile and RX Burns***

Reduced wildfire risk through pile burns and performed a prescribed fire at one of many CCNS-owned parcels to create fire breaks in surrounding pine/oak forests.

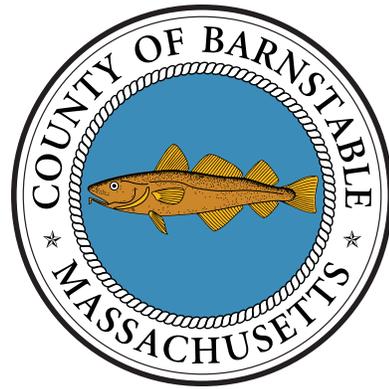
#### ***MITRE Site RX Burns***

Reduced wildfire risk through pile burns and performed a prescribed fire at one of many CCNS-owned parcels to create fire breaks in surrounding pine/oak forests.





# Report of the Retirement Association



# BARNSTABLE COUNTY RETIREMENT ASSOCIATION

750 Attucks Lane  
Hyannis, MA 02601  
(508) 775-1110  
(800) 553-5569

Debra L. Cohen, Executive Director  
Denise Mulligan, Senior Administrator  
Susy Holmes, Administrator  
Martha Shadan, Administrative Assistant

Patricia Sprague, Assistant Director  
Sue Atherton, Administrator  
Amy Kelly, Staff Assistant

## SUMMARY OF THE ANNUAL REPORT FOR 2014

In accordance with the provisions of Chapter 32, Section 20(5) of the Massachusetts General Laws, you are provided with a summary of the Annual Report of the Barnstable County Retirement Association for the year ending December 31, 2014. The report has been filed with the Executive Director of the Public Employee Retirement Administration Commission in accordance with the provisions of said statute and may be examined at the office of the Retirement Association at 750 Attucks Lane, Hyannis, MA.

### BOARD MEMBERS

E. MARK ZIELINSKI: Chairman/Director of Finance. As the Director of Finance for the County of Barnstable, Mr. Zielinski is the Board Chairman.

MARK FOLEY: Chief of the Eastham Fire Department, Mr. Foley is elected to the Board by the active and retired members of the system.

ROBERT F. ROLANTI: Retired Firefighter from the Town of Dennis. Mr. Rolanti is the second member to be elected to the Board by the active and retired members of the system.

JUDITH C. SPRAGUE: As the Treasurer for the COMM Fire District, Ms. Sprague is elected by the Treasurers of all the governmental units which comprise the Association. All 51 Unit Treasurers serve as the Advisory Council to the Board.

MARY PAT FLYNN: An elected County Commissioner for the County of Barnstable, Ms. Flynn has been appointed by the Commissioners as the fifth member of the Board.

The system's total assets as of 12/31/2014 are \$862,069,291.00 reflecting a net gain in assets of \$68.085 million. The reported rate of return of the system's assets net of fees was 7.8%. The US equity S&P 500 index finished the year up 11.72% , while the international equities of were down -3.56% and emerging market equities were down -1.91%. The broad fixed income market was up 15.23%.

With the exception of operating and short term cash, the majority of the Barnstable County Retirement Association's portfolio is in the Pension Reserve Investment Trust (PRIT). As of year end the portfolio was allocated as follows: Allegis Value Trust – \$6.6 million real estate; Intercontinental Fund - \$1.0 million real estate; PRIT Fund - \$850.8 million. As of 12/31/2014 the PRIT Fund assets totaled \$60.7 billion with the annual rate of return gross of fees of 8.15%.

The Pension Reserve Fund is the account established for the purpose of funding future pension costs. The balance of this account as of 12/31/2014 was \$544,905,127. This fund now represents 63.2% of the Association's total assets.

The Retirement Board members, as fiduciaries of the fund, continue to monitor the investments. In their efforts to achieve a high rate of return to meet the statutory obligations, the Board considers safety and preservation of capital to be of the utmost importance. On the reverse side is a 12/31/2014 assets and liabilities summary.

**BARNSTABLE COUNTY RETIREMENT ASSOCIATION  
ASSETS & LIABILITIES STATEMENT**

Cash - Operating	\$ 1,048,960.24		FUND BALANCES
- Short term	0.00	Annuity Savings Fund	242,573,808.41
Real Estate	7,597,571.97	Annuity Reserve Fund	74,220,566.70
PRIT Capital Fund	850,769,693.69	Military Service Fund	198,539.23
Fixed Income	0.00	Pension Fund	171,249.70
Sub-total	859,416,225.90	Pension Reserve Fund	544,905,126.90
Due & Acc	0.00	Expense Fund	<u>0.00</u>
Receivables	2,653,065.04		
Payables	<u>( 0.00)</u>		
<b>TOTAL</b>	<b>\$862,069,290.94</b>	<b>TOTAL</b>	<b>\$862,069,290.94</b>

**RECEIPTS AND DISBURSEMENTS - 2014**

Balance 12/31/2013 \$793,984,292.42

**RECEIPTS 2014**

Members' Contributions	25,907,728.42	
Employer Appropriations	51,452,584.60	
Government Reimbursements	2,854,413.01	
Investment Earnings	65,019,094.38	
Interest not refunded	987.54	145,234,807.95

**DISBURSEMENTS 2014**

Refunds to Members	3,833,302.54	
Payments to Retirees	66,452,858.52	
Government Reimbursements	1,230,310.85	
Administrative Expenses	1,210,998.58	
Asset Management Expenses	4,422,338.94	<u>77,149,809.43</u>
BALANCE - 12/31/2014		\$862,069,290.94

**MEMBERSHIP SUMMARY - 12/31/2014**

Active Members	4,709
Inactive Members	622
Retirees and Survivors	2,891

**ACCRUED ACTUARIAL LIABILITY AS OF 1/1/2014**

The Segal Company conducted the most recent actuarial valuation. The accrued liability at 1/1/2014 was:

Active Members	\$ 684,303,915.00
Retired & Inactive Members	<u>+669,506,186.00</u>
Total actuarial liability at 1/1/2014	\$1,353,810,101.00
Actual Value of Assets at 1/1/2014	<u>- 776,973,700.00</u>
Unfunded actuarial liability at 1/1/2014	\$ 576,836,401.00

The next actuarial valuation is scheduled for 1/1/2016.

## **The Pilgrim Monument, Provincetown, MA**

**The Cape Cod Pilgrim Memorial Association built the Pilgrim Monument to honor the Pilgrims' first landing in Provincetown. President Theodore Roosevelt laid the cornerstone in 1907. In 1910, President William Howard Taft dedicated the finished 252-foot tower. In 1910, the Cape's first building built to house a museum opened at the base of the monument, to educate the public about Provincetown's role in Pilgrim history and American history. Today, Millions of visitors and generations of local residents have admired and climbed the 252 foot granite Pilgrim Monument for almost 100 years.**

**The tower is 252 feet, 7.5 inches (77 meters) tall and rises 350 feet above sea level! The Pilgrim Monument is the tallest all-granite structure in the United States. The granite came from Stonington, Maine, and each stone is the thickness of the wall. The design is patterned after the Torre Del Mangia in Siena, Italy.**

*Source ([www.pilgrim-monument.org](http://www.pilgrim-monument.org))*

# Barnstable County

3195 Main Street

Post Office Box 427

Barnstable, MA 02630

(508) 375-6600

[www.barnstablecounty.org](http://www.barnstablecounty.org)

