



# Town of Barnstable Town Council

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## **TOWN COUNCIL MEETING AGENDA December 15, 2011 7:00 PM**

### Councillors:

Frederick Chirigotis  
President

Janice L. Barton  
Vice President

Ann B. Canedy  
James H. Cote  
Jennifer L. Cullum  
Dr. Debra S. Dagwan

June Daley  
Janet S. Joakim

Michael P. Hersey

John T. Norman  
Jessica Rapp Grassetti  
Tom Rugo

James M. Tinsley

Acting Administrator:  
Barbara A. Ford

Administrative  
Assistant:

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
  - ***Barnstable High School Chamber Choir directed by Chairman Jayson Newell, BHS Music Department***
  - ***Update from State Representative David Vieira***
  - ***Visit from Falmouth Board of Selectmen-Chair Mary Pat Flynn & Kevin Murphy***
- 4. PUBLIC COMMENT (May be limited to 2 minutes)**
- 5. COUNCIL RESPONSE TO PUBLIC COMMENT**
- 6. ACT ON MINUTES (Includes Executive Session)**
  - ***Discussion: annual calendar of meetings***
- 7. COMMUNICATIONS FROM ELECTED OFFICIALS, BOARDS, COMMISSIONS, STAFF, CORRESPONDENCE, ANNOUNCEMENTS AND COMMITTEE REPORTS**
- 8. ORDERS OF THE DAY**
  - A. OLD BUSINESS**
    - ***Report of the Town Council Acting Town Manager Compensation Sub-committee***
  - B. NEW BUSINESS**
    - ***Election of Town Council officers***
- 9. TOWN MANAGER COMMUNICATIONS**
- 10. ADJOURNMENT**

**NEXT REGULAR MEETING: January 5, 2012**

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**A. OLD BUSINESS**

<b>2012-049D</b>	Approve the compensation agreement with the Acting Town Manager pursuant to the town's personnel classification system <b>(May be acted upon) (Roll-call)</b> .....	3 - 4
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**B. NEW BUSINESS**

<b>2012-050</b>	Amending the Town Ordinances, Chapter 220, Town Council, Article I. Meetings <b>(Refer to public hearing 01/05/12) (Roll-call)</b> .....	5 - 6
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<b>2012-051</b>	Authorizing changing the length of the golf cart lease at the Hyannis Golf Course <b>(May be acted upon)</b> .....	7 - 8
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**Approve Minutes** —November 17, 2011 and December 1, 2011

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**Please Note:** The list of matters, are those reasonably anticipated by the council president, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the Council may go into executive session. The Council may also act on items in an order other than they appear on this agenda.

Persons interested are advised that in the event any matter taken up at the meeting remains unfinished at the close of the meeting, may be put off to a continued session of this meeting, and with proper notice.

Anyone requiring hearing assistance devices please inform the Town Clerk at the meeting.

**A. OLD BUSINESS (May be acted upon)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-049D**  
**INTRO: 12/01/11, 12/15/11**

**2012-049D APPROVE THE COMPENSATION AGREEMENT WITH THE ACTING TOWN  
MANAGER PURSUANT TO THE TOWN PERSONNEL CLASSIFICATION SYSTEM**

**RESOLVED**, that under 2012-049A, the Town Council appointed Thomas K. Lynch as Acting Town Manager to perform the duties of the Town Manager effective December 16, 2011 until March 15, 2012 and shall be compensated pursuant to the Town's personnel classification system under Grade \_\_\_\_\_, Step\_\_\_\_\_ retroactive to September 30, 2011

**SPONSOR:** Councilors Janice L. Barton and Frederick Chirigotis

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_ Read Item
- \_\_\_ Rationale
- \_\_\_ Council Discussion
- \_\_\_ Move/Vote

## **BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-049D**  
**INTRO: 12/01/11, 12/15/11**

### **SUMMARY**

**TO:** Town Council  
**DATE:** November 22, 2011  
**SUBJECT:** Appointment and compensation of the acting town manager

**RATIONALE:** It is the responsibility of the Town Council to appoint and compensate a temporary Town Manager until a permanent Town Manager is contracted.

At the December 1, 2012 town council meeting, the Town Council voted to divide Item 2012-049 into four parts; 2012-049D addresses the compensation for the appointed acting town manager.

**B. NEW BUSINESS (Refer to public hearing 01/05/12)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-050**

**INTRO: 12/15/11**

**2012-050 AMENDING GENERAL ORDINANCE CH. 220, TOWN COUNCIL, ART. I, MEETINGS**

**ORDERED**, that the General Ordinance, Chapter 220, Town Council, Article I, Meetings, is hereby amended by striking out the existing §§220-1 through 220-3 and substituting in their place the following:

**§220-1. Regular meetings.**

Regular meetings of the Barnstable Town Council shall be held on at least one Thursday per month. The dates of regular meetings shall be approved by a majority vote of the Town Council in December of each year for the following calendar year. No regular meeting shall be scheduled on a solemn or legal holiday.

**§220-2. Special meetings.**

Special meetings of the Town Council may be held on the call of the President of the Town Council, or on the call of any four or more members, by written notice. Said notice shall include agenda items and pertinent documents pertaining to those items, which will be delivered to the Town Clerk and to each councilor at least forty-eight hours in advance of the time set. No special meeting shall be scheduled on a solemn or legal holiday.

**§220-3. Cancellation and rescheduling of meetings.**

(a) If the President of the Council determines that an exigent circumstance exists which makes it either infeasible or impracticable to hold a scheduled meeting, the President may cancel said meeting. Notice of the cancelled meeting shall be posted at the Town Hall meeting room and on the Town's website unless the nature of the exigent circumstance prevents such posting.

(b) If for any reason, a meeting is canceled, the President may reschedule a special meeting to replace the canceled meeting. If the canceled meeting was the only regular meeting scheduled for that month, then the rescheduled meeting shall be a regular meeting.

**SPONSOR:** Councilors Janice L. Barton; Frederick Chirigotis; Jennifer L. Cullum, and Janet S. Joakim

<b>DATE</b>	<b>ACTION TAKEN</b>
_____	Read Item
_____	Motion to Open Public Hearing
_____	Rationale
_____	Public Hearing
_____	Close public hearing
_____	Council discussion
_____	Move/vote

## **BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-050**  
**INTRO: 12/15/11**

### **SUMMARY**

**TO:** Town Council

**FROM:** Councilors Janice L. Barton, Frederick Chirigotis, Jennifer L. Cullum, Debra S. Dagwan,  
and Janet S. Joakim

**DATE:** December 6, 2011

The Town Charter, § 2-6 (c) Rules of Procedure instructs that regular meetings of the town council shall not be less than once monthly. Because an ordinance can only be amended through council action, the requirement contained in the existing ordinance, mandating two regular meetings on the first and third Thursday of every month and required councilors to appear even if there was no business to conduct. The meetings were required even when exigent circumstances made the holding of a meeting impracticable and even where the council administrator was aware that a quorum was not going to be present. The proposed amendment provides the council the needed flexibility with regard to the scheduling of meetings and this will allow the council to use special meetings to conduct more focused workshops.

**B. NEW BUSINESS (May be acted upon)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-051  
INTRO: 12/15/11**

**2012-051 CHANGE IN THE LENGTH OF THE LEASE OF GOLF CART, HYANNIS GOLF COURSE**

**ORDERED:** that the Town Council hereby supports entering into a contract term of five years under the MGLA 30B, Uniform Procurement Act, Section 12, paragraph (b), which would allow the Hyannis Golf Course to enter into a 72 New Course Carts lease and maintenance contract commencing 4/1/2012. Contract term in excess of three years requires Town Council majority approval.

**SPONSOR:** Thomas K. Lynch, Acting Town Manager

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_ Read Item
- \_\_\_ Rationale
- \_\_\_ Council Discussion
- \_\_\_ Move/Vote

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-051  
INTRO: 12/15/11**

**SUMMARY**

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Acting Town Manager  
**THROUGH:** Lynne M. Poyant, Community Services Director  
**DATE:** December 7, 2011  
**SUBJECT:** Length of Contract Term for Golf Carts at Hyannis Golf Course

**BACKGROUND:** The Town of Barnstable’s current contract for golf carts for Hyannis Golf Course with CitiCapital/Country Club Enterprise expires 3/31/12. It has been the past practice of the Town to lease for a five year term to maximize cart revenues at both Town golf courses. The procurement office issued an advertised Request for Proposal for both a three and five year term with the lowest responsive responsible bidder, Five Star Golf Cars (E Z Go) pricing for leasing and maintenance plan for 72 new 2012 golf carts as follows:

	<u>Carts/year</u>	<u>Service/year</u>		<u>Lease term</u>	<u>Total Cost</u>
3 year lease term:	\$78,120	\$4,050	X	3 years =	\$246,510
5 year lease term:	\$59,688	\$4,050	X	5 years =	\$318,690

**ANALYSIS:** The cost savings to the Town for the cart lease over a five year term versus a three year term is \$18,432 per year and a total savings for five years of \$92,160. The past experience from both of our Town courses and the industry in general has been that five years is the useful life of carts without refurbishment, with minimal down time, and maximizing cart revenues.

**FISCAL IMPACT:** The Hyannis Golf Course operation is an Enterprise Fund. A five year contract has a substantial impact on revenue as indicated by the \$18,432 cost savings per year over a three year term.

**TOWN MANAGER RECOMMENDATION:** the Town Manager recommends approval of a five year lease contract for the golf carts and maintenance plan contract as allowed with a majority vote by the Town Council under MGLA 30B, Uniform Procurement Act, Section 12, Paragraph (b).

**STAFF ASSISTANCE:** Lynne M. Poyant, Community Services Director  
Bruce McIntyre, Interim Golf of Director Operations  
Johanna Boucher, Purchasing Agent