



Town of Barnstable Town Council

367 Main Street, Village of Hyannis, MA 02601
508.862.4738 • 508.862.4770

E-mail: council@town.barnstable.ma.us
www.town.barnstable.ma.us

Councillors:

Frederick Chirigotis
President
Precinct 4

Janice L. Barton
Vice President
Precinct 10

Ann B. Canedy
Precinct 1

Tom Rugo
Precinct 2

Michael P. Hersey
Precinct 3

James H. Cote
Precinct 5

Janet S. Joakim
Precinct 6

Jessica Rapp Grassetti
Precinct 7

Dr. Debra S. Dagwan
Precinct 8

James M. Tinsley
Precinct 9

June M. Daley
Precinct 11

John T. Norman
Precinct 12

Jennifer L. Cullum
Precinct 13

Acting Administrator:
Barbara A. Ford

Administrative
Assistant:

TOWN COUNCIL MEETING AGENDA May 17, 2012 7:00 PM

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
 - **ANNUAL BUDGET PRESENTATION**
Acting Town Manager Thomas K. Lynch with
Finance Director Mark Milne
 - **CVEC Phase II—Workshop with**
CVEC President Charles McLaughlin and
Energy Coordinator Richard Elrick
- 3. PUBLIC COMMENT (May be limited to 2 minutes)**
- 4. COUNCIL RESPONSE TO PUBLIC COMMENT**
- 5. ACT ON MINUTES (Includes Executive Session)**
- 6. COMMUNICATIONS FROM ELECTED OFFICIALS,
BOARDS, COMMISSIONS, STAFF, CORRESPONDENCE,
ANNOUNCEMENTS AND COMMITTEE REPORTS**
- 7. ORDERS OF THE DAY**
 - A. OLD BUSINESS**
 - B. NEW BUSINESS**
- 8. TOWN MANAGER COMMUNICATIONS**
- 9. ADJOURNMENT**

NEXT REGULAR MEETING: June 7, 2012

A. OLD BUSINESS

2012-100	Appropriation of \$34,396.56 from the Hyannis Youth and Community Center gift account to purchase a sign for the communication of events (Public hearing continued)(Roll Call)	4 - 5
2012-109	Appropriation—\$217,346 CPC funds for the historic preservation of the US Custom House (Trayser Museum) (Public hearing)	6 - 7
2012-110	Appropriation—\$59,078 CPC funds for the historic preservation of the Old Selectmen’s Building, West Barnstable (Public hearing)	8 - 9
2012-111	Appropriation—\$107,800 CPC funds for the historic preservation of the Old Town Hall portico (JFK Museum) (Public hearing)	10 - 11

B. NEW BUSINESS

2012-108	Establish a gift account to accept gifts for the preserving and restoration of Town-owned arts and artifacts in the Town of Barnstable (May be acted upon)	12 - 13
----------	---	---------

FY13 OPERATING BUDGET ORDERS 2012-112-thru 2012-138 (Refer all to public hearing on June 7, 2012)

2012-112	Appropriation-\$11,178,649 to fund FY13 Police Department Budget.....	14
2012-113	Appropriation-\$55,900,835 to fund FY13 Public Schools Budget	14
2012-114	Appropriation -\$7,349,458 to fund FY13 Barnstable Municipal Airport Enterprise Fund Budget.....	14
2012-115	Appropriation-\$7,863,952 to fund FY13 Public Works General Fund Budget.....	14
2012-116	Appropriation-\$2,656,754 to fund FY13 Public Works Solid Waste Enterprise Fund Budget	14
2012-117	Appropriation-\$4,684,189 to fund FY13 Dept of Public Works Water Pollution Control Enterprise Fund Budget	14
2012-118	Appropriation-\$3,454,571 to fund FY13 Dept of Public Works Water Supply Enterprise Fund Budget	15
2012-119	Appropriation-\$2,515,247 to fund FY13 Regulatory Services Department Budget	15
2012-120	Appropriation-\$2,529,989 to fund FY13 Community Services Department General Fund Budget	15
2012-121	Appropriation-\$2,870,000 –FY13 Community Services Department Golf Course Enterprise Fund Budget	15
2012-122	Appropriation-\$2,766,644 to fund FY13 Community Services Dept Hyannis Youth and Community Center Enterprise Fund Budget.....	15
2012-123	Appropriation \$617,000 to fund FY13 Community Services Dept Marina Enterprise Fund Budget	15
2012-124	Appropriation \$684,442 to fund FY13 Community Services Dept Sandy Neck Park Enterprise Fund	15
2012-125	Appropriation \$901,437 to fund FY13 Growth Management Department General Fund Budget	16
2012-126	Appropriation \$276,543 to fund the –FY13 Town Council Department Budget.....	16
2012-127	Appropriation \$652,806 to fund FY13 Town Manager Department Budget	16
2012-128	Appropriation \$5,157,780 to fund FY13 Administrative Services Department Budget.....	16
2012-129	Appropriation \$9,456,306 to fund FY13 Debt Service Budget	16
2012-130	Appropriation \$19,589,846 to fund FY13 Employee Benefits & Insurance Budget.....	16

ITEM NO.	INDEX TITLE	PAGE
2012-131	Appropriation \$1,525,444 to fund FY13 Libraries Budget.....	16
2012-132	Appropriation \$166,908 to fund FY13 Other Grants Budget.....	16
2012-133	Appropriation \$3,233,250 to fund FY13 Assessments Budget.....	16
2012-134	Appropriation \$4,945,690 to fund FY13 Transfers Budget.....	17
2012-135	FY13 Revolving Funds Authorization of \$1,345,000.....	17
2012-136	Authorizing Expenditure of Comcast Licensing Fees to fund public education and government (PEG) access channels.....	18
2012-137	Appropriation \$1,090,623 to fund FY13 Community Preservation Fund FY13 Administration Expenses and Program Set- Asides.....	19 - 20
2012-138	Appropriation-\$2,664,783 to fund Community Preservation Fund FY13 Debt Service Budget.....	21 - 22

END OF FY13 OPERATING BUDGET

2012-139	Transfer order \$184,401 for Airport Runway pavement crack repairs and an oily water separator (May be acted upon)	23 - 25
2012-140	Amend the Administrative Code 241-47.10, Community Services Department (First reading)	26 - 31
2012-141	Appointment of Thomas K. Lynch as Town Manager (May be acted upon)	32

Approve Minutes --May 3, 2012

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 (Public hearing continued) (Roll-call)

BARNSTABLE TOWN COUNCIL

ITEM# 2012-100

INTRO: 04/05/12, 04/26/12, 05/17/12

2012-100 APPROPRIATION--\$34,396.56 FROM HYCC GIFT ACCOUNT FOR EVENT SIGN

ORDERED: That the sum of \$34,396.56 is appropriated from the Hyannis Youth and Community Center Gift Account for the purpose of purchasing and installing an electronic sign at the Hyannis Youth & Community Center to communicate messaging about events and programs, the funds for which sign were gifted by Figawi Charities, Inc.

SPONSOR: Acting Town Manager Thomas K. Lynch

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read Item
- ___ Motion to Open Public Hearing
- ___ Rationale
- ___ Public Hearing
- ___ Close public hearing
- ___ Council discussion
- ___ Move/vote

BARNSTABLE TOWN COUNCIL

ITEM# 2012-100
INTRO: 04/05/12, 04/26/12, 05/17/12

SUMMARY

TO: Town Council
FROM: Thomas K. Lynch, Acting Town Manager
THROUGH: Lynne M. Poyant, Director of Community Services
DATE: March 26, 2012
SUBJECT: Appropriation order from Hyannis Youth & Community Center Gift Account for \$34,396.56

BACKGROUND: One of the Town of Barnstable's most significant community assets is the Hyannis Youth & Community Center (HYCC), which broke ground on January 18, 2008 and opened its doors on September 1, 2009. The 105,000 square foot building now meets the many requests from the general public. The completed multi-generational project is a facility of which Barnstable residents can all be extremely proud.

ANALYSIS: Figawi Charities, Inc. has generously gifted to the Hyannis Youth & Community Center \$27,189.56 for the purchase of an outdoor sign that communicate events and programs at the facility. The additional \$7,207 requested from the HYCC Gift Account will cover the foundation, excavation and wiring for the new sign.

FISCAL IMPACT: This request is being funded from the HYCC gift account.

TOWN MANAGER RECOMMENDATION: The Town Manager recommends approval of the appropriation order.

STAFF ASSISTANCE: Joe Izzo, HYCC General Manager
Amy Harwood, HYCC Marketing Manager
John Juros, DPW, Owner's Project Manager

A. OLD BUSINESS (Public hearing) (Roll-call)

BARNSTABLE TOWN COUNCIL

ITEM# 2012-109
INTRO: 05/03/12, 05/17/12

2012-109 APPROPRIATION--\$217,346 CPC FUNDS FOR HISTORIC PRESERVATION OF THE US CUSTOM HOUSE (TRAYSER MUSEUM), BARNSTABLE

ORDERED: Pursuant to the provisions of G.L. c. 44B, that the sum of Two Hundred Seventeen Thousand, Three Hundred Forty-Six Dollars and No/100 (\$217,346.00) be appropriated and transferred from the amount set aside for Historic Resources under the Community Preservation Fund for the preservation of the Trayser Heritage Museum located at 3353 Main Street, Barnstable, MA on Parcel 046 of Map 299; and that the Acting Town Manager is authorized to contract for and expend the amount appropriated, subject to oversight of the project expenses by the Community Preservation Committee, and accept any gifts and grants in relation thereof, for the preservation of the historic structure to include; windows, glazing, painting, masonry and flashing repairs and project related costs. Grant funds awarded by the Massachusetts Historical Commission under the Massachusetts Preservation Projects Fund reimbursement grant will reduce the Community Preservation Fund allocation dollar for dollar.

SPONSOR: Acting Town Manager, Thomas K. Lynch, upon recommendation of the Community Preservation Committee

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read Item
- ___ Motion to Open Public Hearing
- ___ Rationale
- ___ Public Hearing
- ___ Close public hearing
- ___ Council discussion
- ___ Move/vote

BARNSTABLE TOWN COUNCIL

ITEM# 2012-109

INTRO: 05/03/12, 05/17/12

SUMMARY

TO: Town Council
FROM: The Community Preservation Committee
DATE: April 24, 2012
SUBJECT: U.S. Custom House, Historic Preservation

BACKGROUND: The Community Preservation Committee (CPC) met on Monday, March 26, 2012 and unanimously voted to recommend, to the Town Council through the Town Manager, the funding request by the Department of Public Works (DPW) in the amount of \$217,346.00 for the Historic Preservation of the Trayser Heritage Museum located in Barnstable Village.

RATIONALE: This historic structure, originally built in 1856 as a Customs House and Post Office, is the only building in Barnstable listed on the National Register of Historic Places that achieves a “totally preserved building” status. The Custom House is publicly owned and the Massachusetts Historical Commission has held an historic preservation restriction on the structure since 1989.

The Department of Public Works applied to the Massachusetts Historical Commission for a Massachusetts Preservation Projects Fund reimbursement grant in the amount of \$100,000.00 to offset the total cost of the Trayser Heritage Museum preservation project. Any grant funds received will reduce the amount of CPA funds allocated for this project but the project itself is not dependent upon receipt of the grant.

The first phase of this project consists of preservation work that complies with the Secretary of the Interiors Standards for the Treatment of Historic Properties, which includes windows, glazing and painting, masonry and flashing repairs and administrative project costs.

The appropriation of these funds will allow for the preservation and long term protection of this significant local maritime structure located in Barnstable’s historic Village.

A. OLD BUSINESS (Public hearing) (Roll-call)

BARNSTABLE TOWN COUNCIL

ITEM# 2012-110

INTRO: 05/03/12, 05/17/12

2012-110 APPROPRIATION--\$59,078 CPC FUNDS FOR HISTORIC PRESERVATION OF THE OLD SELECTMEN'S BUILDING, WEST BARNSTABLE

ORDERED: Pursuant to the provisions of G.L. c. 44B, that the sum of Fifty-Nine Thousand Seventy-Eight Dollars and No/100 (\$59,078.00) be appropriated and transferred from Undesignated portion of the Community Preservation Fund for the preservation of the Old Selectmen's Building to include site, utility and foundation work and project related costs; and that the Acting Town Manager is authorized to contract for and expend the amount appropriated, subject to oversight of the project expenses by the Community Preservation Committee, for the preservation of the historic resource consisting of the Old Selectmen's Building located at 2377 Meetinghouse Way, West Barnstable, MA of Map 155 on Parcel 040.

SPONSOR: Acting Town Manager Thomas K. Lynch at the request of the Community Preservation Committee

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read Item
- ___ Motion to Open Public Hearing
- ___ Rationale
- ___ Public Hearing
- ___ Close public hearing
- ___ Council discussion
- ___ Move/vote

BARNSTABLE TOWN COUNCIL

ITEM# 2012-110
INTRO: 05/03/12, 05/17/12

SUMMARY

TO: Town Council
FROM: Community Preservation Committee
DATE: April 24, 2012
SUBJECT: Old Selectmen's Building – Historic Preservation

BACKGROUND: The Community Preservation Committee (CPC) met on Monday, March 26, 2012 and unanimously voted to recommend, to the Town Council through the Town Manager, the funding request by the Department of Public Works (DPW) in the amount of \$59,078.00 for the Historic Preservation of the 123 year old structure, the Old Selectmen's Building, in West Barnstable Village.

RATIONALE: The Old Selectmen's Building was built in 1889 and housed the Barnstable Board of Selectmen. The Old Selectmen's Building is individually listed on the National Register of Historic Places, State Register and is located within the Old King's Highway Historic District and the West Barnstable Village Historic District. Currently, the building is owned by the Town of Barnstable and is leased as gallery space for various local artists during the late spring, summer and early fall.

The total project cost for the first phase of the preservation project is \$145,093.00. Matching funds in the amount of \$59,815.00 have been set aside from an artist gift account solely utilized for expenditures on the Old Selectmen's Building to offset the project cost.

ADA improvements in the amount of \$26,200.00 have also been added to the scope of the project which will be fully funded out of the DPW operating budget also offsetting the CPC funding request.

Funds in the amount of \$59,078.00 are being sought by DPW through the Community Preservation Committee for the preservation project which includes site, utility and foundation work and project related costs.

A. OLD BUSINESS (Public hearing) (Roll-call)

BARNSTABLE TOWN COUNCIL

ITEM# 2012-111

INTRO: 05/03/12, 05/17/12

2012-111 APPROPRIATION--\$107,800 CPC FUNDS FOR HISTORIC PRESERVATION OF THE OLD TOWN HALL (JFK MUSEUM)

ORDERED: Pursuant to the provisions of G.L. c. 44B, that the sum of One Hundred Seven Thousand, Eight Hundred Dollars and No/100 (\$107,800.00) be appropriated and transferred from the Undesignated portion of the Community Preservation Fund for the preservation of the Old Town Hall to include lead paint removal, painting of signs, copper downspout and drain replacement, hanging light fixture, restoration of lawn fixtures and flag light, door frame, roofing repair of slate and mortar joints, flashing and selective window masonry lintel replacements; and that the Acting Town Manager is authorized to contract for and expend the amount appropriated, subject to oversight of the project expenses by the Community Preservation Committee, for the preservation of the historic resource consisting of the Old Town Hall located at 397 Main Street, Hyannis, MA on Parcel 138 of Map 326.

SPONSOR: Acting Town Manager Thomas K. Lynch at the request of the Community Preservation Committee

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read Item
- ___ Motion to Open Public Hearing
- ___ Rationale
- ___ Public Hearing
- ___ Close public hearing
- ___ Council discussion
- ___ Move/vote

BARNSTABLE TOWN COUNCIL

ITEM# 2012-111
INTRO: 05/03/12, 05/17/12

SUMMARY

TO: Town Council
FROM: Community Preservation Committee
DATE: April 24, 2012
SUBJECT: Old Town Hall (JFK Museum) – Historic Preservation

BACKGROUND: The Community Preservation Committee (CPC) met on Monday, March 26, 2012 and unanimously voted to recommend, to the Town Council through the Town Manager, the funding request by the Department of Public Works (DPW) in the amount of \$107,800.00 for the Historic Preservation of the Old Town Hall located on Main Street in the village of Hyannis.

RATIONALE: The Old Town Hall building housing the JFK Museum is within the Hyannis Waterfront Historic District. The preservation of the portico on this historic resource includes; removal of lead paint, painting of signs, copper downspout and drain replacement, hanging light fixture, restoration of lawn fixtures and flag pole light, door frame, roofing repair of slate and mortar joints and flashing and selective window masonry lintel replacements. CPC Historic Preservation Consultant Jim Hadley fully supports the project goal of preserving the portico back to its former characteristics unique to the historically authentic community in Downtown Hyannis.

B. NEW BUSINESS (May be acted upon)

BARNSTABLE TOWN COUNCIL

**ITEM# 2012-108
INTRO: 05/17/12**

**2012-108 ESTABLISH A GIFT ACCOUNT TO ACCEPT GIFTS FOR THE PRESERVING ARTS
AND ARTIFACTS IN THE TOWN OF BARNSTABLE**

RESOLVED, That the Town Council, pursuant to the provisions of G.L. c. 44, §53A, hereby establishes an account for the purposes of receiving gifts to maintain and preserve the art and artifacts owned by the Town of Barnstable and hereby authorizes the Town Manager to accept and approve the expenditure of monies from said gift account for that purpose.

SPONSOR: Acting Town Manager Thomas K. Lynch

DATE	ACTION TAKEN
_____	_____
_____	_____

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

BARNSTABLE TOWN COUNCIL

ITEM# 2012-108

INTRO: 05/17/12

SUMMARY

TO: Town Council
FROM: Acting Town Manager Thomas K. Lynch
DATE: May 1, 2012
SUBJECT: Establishing a gift account for accepting gifts for the preservation of town-owned arts and artifacts

RATIONALE: The Community Preservation Committee received a request for funds to preserve and restore two large Coleman paintings gifted to the town several years ago. The paintings and frames are in need of restoration with a cost estimate of \$1500. CPC looks favorably upon an applicant that demonstrates monetary support. (The Historical Commission has determined the paintings are of historical significance and made its recommendation to the CPC.)

The Historical Commission is working on updating the town's inventory and it will include a photo, an appraised value, and a condition report of every piece of art and artifact owned by the town. This allows potential donors to understand fully the collection of the town.

The establishment of a gift account will provide a process to receive gifts for restoration and preservation of historically significant, town-owned arts and artifacts.

B. NEW BUSINESS (Refer to public hearings 06/07/12)

BARNSTABLE TOWN COUNCIL

**ITEMS# 2012-112 through 2012-138
FY13 OPERATING BUDGET ORDERS
INTRO: 05/17/12**

2012-112 APPROPRIATION \$11,178,649 to fund the FY13 Police Department Budget

ORDERED: That the sum of \$11,178,649 be appropriated for the purpose of funding the Town's FY 2013 Barnstable Police Department budget; and to meet such appropriation that \$11,093,649 be raised from current year revenues and that \$50,000 be transferred from the Embarkation Fee Special Revenue Fund, and that \$35,000 be transferred from the general fund savings account as presented to the Town Council by the Town Manager.

2012-113 APPROPRIATION \$55,900,835 to fund the FY13 Public Schools Budget

ORDERED: That the sum of \$55,900,835 be raised and appropriated for the purpose of funding the Town's FY 2013 Barnstable Public Schools budget as presented to the Town Council by the Town Manager.

2012-114 APPROPRIATION \$7,349,458 to fund the FY13 Barnstable Municipal Airport Enterprise Fund Budget

ORDERED: That the sum of \$7,349,458 be appropriated for the purpose of funding the Town's FY 2013 Airport Enterprise Fund budget, and to meet such appropriation that \$7,349,458 be raised from current year revenues by the airport as presented to the Town Council by the Town Manager.

2012-115 APPROPRIATION \$7,863,952 FY13 Department of Public Works General Fund Budget

ORDERED: That the sum of \$7,863,952 be appropriated for the purpose of funding the Town's FY 2013 Department of Public Works General Fund budget, and to meet such appropriation, that \$7,807,945 be raised from current year revenue, \$36,695 be transferred from the Embarkation Fee Special Revenue Fund and \$19,312 be transferred from the Bismore Park Special Revenue Fund, as presented to the Town Council by the Town Manager.

2012-116 APPROPRIATION \$2,656,754 FY13 Department of Public Works Solid Waste Enterprise Fund

ORDERED: That the sum of \$2,656,754 be appropriated for the purpose of funding the Town's FY 2013 Department of Public Works Solid Waste Enterprise Fund budget, and to meet such appropriation that \$2,220,500 be raised from current year revenues by the solid waste facility, and that \$436,254 be transferred from the solid waste enterprise fund surplus, as presented to the Town Council by the Town Manager.

2012-117 APPROPRIATION \$4,684,189 FY13 Department of Public Works Water Pollution Control Enterprise Fund

ORDERED: That the sum of \$4,684,189 be appropriated for the purpose of funding the Town's FY 2013 Department of Public Works Water Pollution Control Enterprise Fund budget, and to meet such appropriation that \$3,990,000 be raised from current year revenues by the water pollution control facility, and that \$694,189 be transferred from the water pollution control enterprise fund surplus, as presented to the Town Council by the Town Manager

2012-118 APPROPRIATION \$3,454,571 FY13 Department of Public Works Water Supply Enterprise Fund

ORDERED: That the sum of \$3,454,571 be appropriated for the purpose of funding the Town's FY 2013 Department of Public Works Water Supply Enterprise Fund budget, and to meet such appropriation that \$3,454,571 be raised from current year revenues by the water supply operations, as presented to the Town Council by the Town Manager.

2012-119 APPROPRIATION \$2,515,247 FY13 Regulatory Services Department

ORDERED: That the sum of \$2,515,247 be appropriated for the purpose of funding the Town's FY 2013 Regulatory Services Department budget, and to meet such appropriation, that \$2,429,441 be raised from current year revenue, \$42,000 be transferred from the Wetlands Protection Special Revenue Fund and \$43,806 be transferred from the Bismore Park Special Revenue Fund, as presented to the Town Council by the Town Manager.

2012-120 APPROPRIATION \$2,529,989 FY13 Community Services Department General Fund Budget

ORDERED: That the sum of \$2,529,989 be appropriated for the purpose of funding the Town's FY 2013 Community Services Department budget, and to meet such appropriation, that \$2,316,008 be raised from current year revenue, and that \$213,981 be transferred from the Mooring Fee Special Revenue Fund as presented to the Town Council by the Town Manager.

2012-121 APPROPRIATION \$2,870,000 FY13 Community Services Department Golf Course Enterprise Fund

ORDERED: That the sum of \$2,870,000 be appropriated for the purpose of funding the Town's FY 2013 Golf Course Enterprise Fund budget; and to meet such appropriation that \$2,870,000 be raised from current year revenues by the golf course facilities as presented to the Town Council by the Town Manager.

2012-122 APPROPRIATION \$2,766,644 FY13 Community Services Department Hyannis Youth and Community Center Enterprise Fund

ORDERED: That the sum of \$2,766,644 be appropriated for the purpose of funding the Town's FY 2013 Hyannis Youth and Community Center Enterprise Fund budget; and to meet such appropriation that \$1,209,009 be raised from current year revenues by the Hyannis Youth and Community Center operations, and that \$60,000 be raised from the general fund, and that \$1,425,988 be transferred from the Capital Trust Fund, and that \$71,647 be transferred from the Hyannis Youth & Community Center enterprise fund surplus as presented to the Town Council by the Town Manager.

2012-123 APPROPRIATION \$617,000 FY13 Community Services Department Marina Enterprise Fund

ORDERED: That the sum of \$617,000 be appropriated for the purpose of funding the Town's FY 2013 Marina Enterprise Fund budget; and to meet such appropriation that \$593,000 be raised from current year revenues by the marina facilities and that \$24,000 be transferred from the Bismore Park Special Revenue Fund as presented to the Town Council by the Town Manager.

2012-124 APPROPRIATION \$684,442 FY13 Community Services Department Sandy Neck Park Enterprise Fund

ORDERED: That the sum of \$684,442 be appropriated for the purpose of funding the Town's FY 2013 Sandy Neck Park Enterprise Fund budget; and to meet such appropriation that \$676,900 be raised from current year revenues by the Sandy Neck Park operations, and that \$7,542 be transferred from the Sandy Neck enterprise fund surplus as presented to the Town Council by the Town Manager.

2012-125 APPROPRIATION \$901,437 FY13 Growth Management Department General Fund Budget

ORDERED: That the sum of \$901,437 be raised and appropriated for the purpose of funding the Town's FY 2013 Growth Management Department budget as presented to the Town Council by the Town Manager.

2012-126 APPROPRIATION \$276,543 FY13 Town Council Department

ORDERED: That the sum of \$276,543 be raised and appropriated for the purpose of funding the Town's FY 2013 Town Council budget as presented to the Town Council by the Town Manager.

2012-127 APPROPRIATION \$652,806 FY13 Town Manager Department

ORDERED: That the sum of \$652,806 be raised and appropriated for the purpose of funding the Town's FY 2013 Town Manager budget as presented to the Town Council by the Town Manager.

2012-128 APPROPRIATION \$5,157,780 FY13 Administrative Services Department

ORDERED: That the sum of \$5,157,780 be raised and appropriated for the purpose of funding the Town's FY 2013 Administrative Services Department budget as presented to the Town Council by the Town Manager.

2012-129 APPROPRIATION \$9,456,306 FY13 Debt Service

ORDERED: That the sum of \$9,456,306 be appropriated for the purpose of funding the Town's FY 2013 General Fund Debt Service budget, and to meet such appropriation, that \$9,306,680 be raised from current year revenue, and that \$68,253 be transferred from the Embarkation Fee Special Revenue Fund, and that \$81,373 be transferred from the Bismore Park Special Revenue Fund, as presented to the Town Council by the Town Manager.

2012-130 APPROPRIATION \$19,589,846 FY13 Employee Benefits & Insurance

ORDERED: That the sum of \$19,589,846 be appropriated for the purpose of funding the Town's FY 2013 Employee Benefits & Insurance budget, and to meet such appropriation, that \$18,894,846 be raised from current year revenue, \$315,000 be transferred from the Pension Reserve Trust Fund, and \$380,000 be transferred from the general fund savings account, as presented to the Town Council by the Town Manager.

2012-131 APPROPRIATION \$1,525,444 FY13 Libraries

ORDERED: That the sum of \$1,525,444 be raised and appropriated for the purpose of funding the Town's FY 2013 Library Grant as presented to the Town Council by the Town Manager.

2012-132 APPROPRIATION \$166,908 FY13 Other Grants

ORDERED: That the sums of \$116,250 and \$50,658 be raised and appropriated for the purpose of funding the Town's FY 2013 Tourism Grant and Lombard Land Lease budgets; respectively, as presented to the Town Council by the Town Manager.

2012-133 APPROPRIATION \$3,233,250 FY13 Assessments

ORDERED: That the sum of \$3,233,250 be raised and appropriated for the purpose of funding the Town's FY 2013 Assessments budget, as presented to the Town Council by the Town Manager.

2012-134 APPROPRIATION \$4,945,690 FY13 Transfers

ORDERED: That the sum of **\$4,945,690** be raised and appropriated for the purpose of funding the Town’s FY 2013 **Transfers** budget, as presented to the Town Council by the Town Manager.

1) And that the following sums be transferred from the Town’s enterprise accounts for the purpose of reimbursing administrative, employee benefit and insurance costs budgeted within the General Fund:

Water Pollution:	\$390,865
Solid Waste:	\$270,195
Water:	\$92,933
Airport:	\$558,365
Golf Course:	\$250,000
Marinas:	\$55,674
Sandy Neck:	\$68,744

2) And further, that the sum of **\$20,000** be transferred from the General Fund Savings Account all for the purpose of funding the Town’s FY 2013 General Fund budget as presented to the Town Council by the Town Manager.

2012-135 REVOLVING FUNDS AUTHORIZATION ORDER

ORDERED: Pursuant to Chapter II, Article XVIII-A, Section 3 of the General Ordinances, the Town Council hereby authorizes the following revolving funds for FY 2013:

Fund	Revenue Source	Dept Officer Auth. To Expend Funds	Use of Fund	Total Expenditure Limit FY 2013
Classroom Education Fund	Program registration fees	Senior Services Director	Salaries, benefits, expenses, contract services to operate program	\$35,000
Adult Social Day Fund	Program registration fees	Senior Services Director	Salaries, benefits, expenses, contract services to operate program	\$150,000
Recreation Program Fund	Program registration fees	Recreation Director	Salaries, benefits, expenses, contract services to operate program	\$450,000
Shellfish Propagation Fund	Fees from permits	Natural Resources Director	Salaries, benefits, expenses, contract services, shellfish equipment to operate program	\$115,000
Building Inspections Fund	Fees from permits for municipal & private projects	Building Commissioner	Salaries, benefits, expenses, contract services to operate program	\$150,000
Consumer Protection Fund	Fees from weights & measures services,	Director Regulatory Services Dept.	Salaries, benefits, expenses, contract services to operate program	\$375,000
Geographic Information Systems Fund	Fees for GIS maps & reports	Information Systems Director	Salaries, benefits, expenses, contract services to operate program	\$20,000
Arts and Culture Program Fund	Shanty revenue, and gifts or contributions for arts and culture	Growth Management Director	Expenses related to arts and culture program	\$50,000
Total				\$1,345,000

2012-136 AUTHORIZING EXPENDITURE COMCAST LICENSING FEES TO FUND PUBLIC, EDUCATION & GOVERNMENT (PEG) ACCESS CHANNELS

RESOLVED: That the Town Council hereby authorizes the Town Manager to expend funds for the FY 2013 operation of Public, Education and Government access channels from licensing fees provided in the cable licensing agreement with Comcast, as signed by the Town Manager on July 8, 2008.

SPONSOR: Acting Town Manager Thomas K. Lynch

DATE	ACTION TAKEN
_____	_____
_____	_____

- _____ Read Item
- _____ Motion to Open Public Hearing
- _____ Rationale
- _____ Public Hearing
- _____ Close public hearing
- _____ Council discussion
- _____ Move/vote

B. NEW BUSINESS (Refer to public hearing 06/07/12)

BARNSTABLE TOWN COUNCIL

**ITEM# 2012-137
INTRO: 05/17/12**

2012-137 APPROPRIATION-COMMUNITY PRESERVATION FUND FY13 \$940,623 FOR PROGRAM SET-ASIDES AND \$150,000 FOR ADMINISTRATION EXPENSES

ORDERED: That, pursuant to the provisions of G. L. c. 44B § 6, for the fiscal year ending June 30, 2013, the following sums of the annual revenues of the Community Preservation Fund be set aside for further appropriation and expenditure for the following purposes: \$313,541 for open space; \$313,541 for historic resources; \$313,541 for community housing; and that the sum of \$150,000 be appropriated from the annual revenues of the Community Preservation Fund to be expended under the direction of the Town Manager, or the Community Preservation Committee with the prior approval of the Town Manager, for appraisal, title search, hazardous materials assessment, consulting services, and pre-development costs, and administrative expenses, and to assist in the development and performance of contracts for community preservation.

SPONSOR: Acting Town Manager Thomas K. Lynch, at the request of the Community Preservation Committee

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read Item
- ___ Motion to Open Public Hearing
- ___ Rationale
- ___ Public Hearing
- ___ Close public hearing
- ___ Council discussion
- ___ Move/vote

BARNSTABLE TOWN COUNCIL

ITEM# 2012-137
INTRO: 05/17/12

SUMMARY

TO: Barnstable Town Council
FROM: Acting Town Manager, Thomas K. Lynch
DATE: May 8, 2012
SUBJECT: FY13 Community Preservation Fund Reserve Set-Asides and Appropriation for Community Preservation Committee Administration Expenses

BACKGROUND AND ANALYSIS: Under the Community Preservation Act, a minimum of 10% of the total estimated revenues for the ensuing fiscal year must be set-aside for each program area provided there is enough estimated revenue to do so after covering the debt service on Landbank bonds and administrative expenses. The expenditure from the amount set-aside is further subject to Town Council appropriation. Additionally, on an annual basis, an amount needs to be appropriated for the administrative expenses for the Community Preservation Committee. The appropriation for administrative expenses is limited to 5% of the estimated receipts for the ensuing fiscal year.

FISCAL IMPACT: This is a reservation and appropriation from the Community Preservation Fund and has no adverse impact on the general fund. The total estimated FY 2013 revenue for the Community Preservation Fund and reservations have been estimated as follows:

FY 2013 Estimated Surtax	\$ 2,929,741
FY 2013 Estimated state match (25% of FY12 surtax billings)	<u>\$ 714,571</u>
Total estimated FY 2013 revenue	\$ 3,644,312
FY 2013 revenue committed to debt service	(\$ 2,553,689)
FY 2013 revenue dedicated to program administration	<u>(\$ 150,000)</u>
Balance available for program areas	\$ 940,623
Reserve for open space	\$ 313,541
Reserve for historic preservation	\$ 313,541
Reserve for community housing	<u>\$ 313,541</u>
Total reservations	\$ 940,623

B. NEW BUSINESS (Refer to public hearing 06/07/12)

BARNSTABLE TOWN COUNCIL

**ITEM# 2012-138
INTRO: 05/17/12**

**2012-138 APPROPRIATION \$2,664,783 FOR COMMUNITY PRESERVATION FUND FY13
DEBT SERVICE**

ORDERED: That the Town Council hereby appropriate \$2,664,783 for the purpose of paying the FY13 Community Preservation Fund debt service requirements, and to meet such appropriation, that \$2,553,689 be provided from current year revenues of the Community Preservation Fund and that \$111,094 be provided from surplus funds reserved for historic set aside program within the Community Preservation Fund.

SPONSOR: Acting Town Manager Thomas K. Lynch

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read Item
- ___ Motion to Open Public Hearing
- ___ Rationale
- ___ Public Hearing
- ___ Close public hearing
- ___ Council discussion
- ___ Move/vote

BARNSTABLE TOWN COUNCIL

ITEM# 2012-138
INTRO: 05/17/12

SUMMARY

TO: Town Council
FROM: Acting Town Manager Thomas K. Lynch
DATE: May 7, 2012
SUBJECT: Appropriation Order for FY 2013 Community Preservation Fund Debt Service

BACKGROUND: Part of the annual budget process includes an appropriation from the Community Preservation Fund to pay for the annual debt service associated with bonds issued under the program including those that were issued under the former Landbank Program.

ANALYSIS: The debt service requirements for the FY 2013 Community Preservation Fund are \$2,664,783. This is comprised of \$2,553,689 for land acquisitions and \$111,094 for historic preservation projects. The entire land acquisition debt of \$2,553,689 is provided from the estimated FY13 fund revenue. The historic preservation loan payments will be provided from the unreserved fund balance of the historic preservation program.

FISCAL IMPACT: There is no impact to the General Fund budget as a result of this appropriation. This appropriation will be provided from current year estimated receipts in the Community Preservation Fund and the unreserved fund balance of the historic preservation program. The projected fund balance by program area prior to the closing of fiscal year 2012 is as follows:

	Program Designations			Undesignated	Total
	Community	Historic	Open		
	Housing	Preservation	Space		
Unreserved Fund Balance Forward From FY11	\$ 43,296	\$ 217,656	\$ 1,808,066	\$ 3,182,517	\$ 5,251,535
<u>FY 2012 Appropriations:</u>					
2011-143 FY12 Set asides	227,084	227,084	227,084		681,252
2011-142 FY12 debt service		(112,494)			(112,494)
2012-019 SAB		(200,000)		(842,000)	(1,042,000)
2012-040 Land Acquisition			(150,000)		(150,000)
<u>FY 2012 Pending:</u>					
2012-109 US Custom house (Trayser)		(217,346)			(217,346)
2012-110 Old Selectman's Building				(59,078)	(59,078)
2012-111 Old Town Hall				(107,800)	(107,800)
<u>2012 Funds Returned:</u>					
2010-013 Town Hall Exterior Renovations		100,000		300,000	400,000
2007-145 Trayser Museum		4,500			4,500
2008-027 Burgess House		6,291			6,291
2008-052 115 Pleasant St. Land Acq.			24,368		24,368
2008-083 Chili's Acquisition			514		514
2009-017 Suni-Sands, Centerville			22,970		22,970
<u>FY 2013 Budget:</u>					
FY 2013 Estimated Set-asides	313,541	313,541	313,541		940,623
FY 2013 Debt Service		(111,094)			(111,094)
Unreserved Fund Balance Available For Appropriation	<u>\$ 583,921</u>	<u>\$ 228,138</u>	<u>\$ 2,246,543</u>	<u>\$ 2,473,639</u>	<u>\$ 5,532,241</u>

B. NEW BUSINESS (May be acted upon)

BARNSTABLE TOWN COUNCIL

**ITEM# 2012-139
INTRO: 05/17/12**

**2012-139 TRANSFER \$184,401 FOR AIRPORT RUNWAY PAVEMENT CRACK REPAIRS
AND AN OILY WATER SEPARATOR**

ORDERED: That the sum of \$124,401 be transferred from Council Order 2012-092 for the purpose of funding the replacement of the 2004 airfield sweeper, to council order 2011-074 for the purpose of increasing funding available for the condition survey and localized repairs to cracks in the pavement at the airport; and that \$60,000 be transferred from Council Order 2012-092 for the purpose of funding the replacement of the 2004 airfield sweeper, to Council Order 2011-077 for the installation of an oily water separator in the airport’s emergency response and fire fighting (ARFF) building; both as approved by the Federal Aviation Administration (FAA) aviation capital improvement program (ACIP).

SPONSOR: Acting Town Manager Thomas K. Lynch

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read Item
- ___ Rationale
- ___ Council Discussion
- ___ Move/Vote

BARNSTABLE TOWN COUNCIL

ITEM# 2012-139
INTRO: 05/17/12

SUMMARY

TO: Town Council
FROM: Thomas K. Lynch, Acting Town Manager
THROUGH: (1) R. W. Breault, Jr., Airport Manager
(2) Barnstable Municipal Airport Commission
DATE: May 5, 2012
SUBJECT: Transfer funds from Capital Program Appropriations

BACKGROUND: The Town Council approved Appropriation Order 2011-074 for the purpose of funding a condition survey and localized repairs to cracks in pavement as a mid-term maintenance task, including repairs to the surfaces of two airport runways in the amount of \$500,000 and approved Appropriation Order 2011-077 for the purpose of funding an oily water separator at the Airport emergency response and fire fighting (ARFF) building in the amount of \$50,000.

Late in Fiscal Year 2011, the MassDOT Aeronautics Division approved and funded a State-wide bid for their airport runway crack sealing and crack repair program that included substantial work at Barnstable Municipal Airport. Appropriation Order 2011-074 was reduced by Town Council Transfer Order 2011-139 in the amount of \$250,000 and the funds were transferred to Appropriation Order 2011-054 for the purpose of completing the Main Terminal Aircraft Parking Ramp project, leaving a balance of \$250,000 in the original appropriation order.

Appropriation Order 2012-092 for the purpose of funding the replacement of Snow Removal Equipment and specifically for a replacement airfield sweeper was approved by the Town Council on April 5, 2012 as part of the Airport Enterprise Fund FY2013 CIP program. The Airport went out to bid on April 9, 2012 for the new sweeper; the bid results on April 24, 2012 resulted in an accepted bid of \$220,831 with an additional Trade-in allowance of \$15,000 for a total revised price of \$205,831 for the new sweeper. After deducting design and administrative costs, all of the \$400,000 funding approved is now no longer needed in FY2013. This transfer request is to transfer all remaining funds in the amount of \$184,401 to be used for the purpose of funding additional scope of work on the airport crack sealing and crack repair program and the installation of a new oily water separator at the Airport emergency response and fire fighting (ARFF) building.

ANALYSIS: At the specific request of the Federal Aviation Administration (FAA), the Airport combined the airport crack sealing and crack repair program and installation of a new oily water separator at the ARFF building into one, consolidated bid, which went out to bid on April 4, 2012 and opened the bids on April 18, 2012. The apparent low bidder was Lawrence Lynch Construction, Inc. with a construction base bid of \$185,078 and the additional four bid alternates that will allow completion of an additional 8,000 linear feet of crack repairs for cracks greater than 1 inch in size; and the base bid included a bid of \$77,300 for the oily water separator construction project at the ARFF building; for a total bid price of \$357,078. These repairs are critical to maintaining our infrastructure and preventing foreign object damage to aircraft and engines; and to allow for proper maintenance of ARFF vehicles and yet maintain compliance with the Airport's zero discharge policy and National Pollutant Discharge Elimination System (NPDES) requirements. When combined with the design and other fixed overhead costs and estimated administrative costs this transfer will provide the necessary funds to meet all estimated/bid costs and provide a small construction contingency.

The reason for combining the bid for the two projects at the request of the FAA was for their ease in managing the FAA Airport Improvement Program grant funding requirements.

2012-039 (Continued)

FISCAL IMPACT: This transfer of funds will be sufficient to complete both projects and will be reimbursed by the FAA at 90% and MDOT at 7.5% of total eligible costs. This transfer will have no affect on the balance of funds in the airport enterprise fund. This transfer will not be added to the base operating budget of the airport going forward.

	<u>AO 2011-074</u>	<u>AO 2011-077</u>	<u>AO 2012-092</u>
	<u>Pavement and Crack Repairs</u>	<u>ARFF Oily Water Separator</u>	<u>Airfield Sweeper</u>
<u>Funds Available</u>			
Initial Funding	\$500,000	\$50,000	\$400,000
Adjustments (AO 2011-139)	(\$250,000)		
sub-total	\$250,000	\$50,000	\$400,000
<u>Funds Required</u>			
Bid Price w/ add alts or trade allowance	\$279,778	\$77,300	\$205,831
Soft Costs	\$72,000	\$21,975	\$9,768
Contingency	\$22,623	\$10,725	
sub-total	\$374,401	\$110,000	\$215,599
<u>Funds (Needed) / Available – Transfer Request</u>	(\$124,401)	(\$60,000)	\$184,401
<u>Funds For Project After Transfer</u>	\$374,401	\$110,000	\$215,599

TOWN MANAGER RECOMMENDATION: The Town Manager recommends approval of this transfer order.

BOARD AND COMMISSION ACTION: The Barnstable Municipal Airport Commission will approve the transfer at its May 15, 2012 meeting.

STAFF ASSISTANCE: R. W. Breault, Jr., Airport Manager

B. NEW BUSINESS (First reading)

BARNSTABLE TOWN COUNCIL

ITEM# 2012-140
INTRO: 05/17/12

2012-140 AMEND ADMINISTRATIVE CODE §241-47.10 COMMUNITY SERVICES DEPT.

ORDERED: The Barnstable Town Council does hereby amend the Administrative Code of the Town of Barnstable by striking Section 241-47.10 in its entirety and substituting the following therefore:

§ 241-47.10. Community Services Department.

The Community Services Department, located within the Operational Branch, provides an array of recreation, social and leisure time services to the citizens of Barnstable that appeal to a wide range of ages and interests as well as those that will preserve, protect and enhance our natural environment. The Department also provides liaison with Veterans Services.

A. Recreation – Leisure Services, Aquatics and Youth Services Division.

- (1) Mission.** Recreation provides a variety of opportunities and choices for Barnstable citizens to achieve their human potential while preserving and protecting the integrity of the natural environment that will enhance the quality of life for the individuals, families, and the community at large within the Town.
- (2) Authorities and responsibilities.** Recreation is responsible for the development and delivery of a variety of educational, social, recreational and counseling services to the residents of Barnstable. The major responsibility is to provide services in a manner that eliminates duplication of services, maximizes existing personnel resources, and utilizes a variety of volunteer programs to diversify the effectiveness of programming. It services the community's entire population, as well as servicing the tourism population on a seasonal basis.
- (3) Organizational components.**
 - (a) Recreation Section.** The Recreation Section administers activities of three programs to ensure efficient accomplishment of program objectives with a minimum of duplication. Programs are as follows:
 - (1) Leisure Services provides and coordinates leisure activities through programs such as basketball, softball, open gym, Sunshine, Friday night social, sailing, karate, dance, tennis, playground program, track and field, baseball, theater, floor hockey, volleyball, gymnastics, community youth centers, after-school soccer, special events and special needs programs.
 - (2) Aquatics provides and maintains aquatic services at the 16 Town of Barnstable beach sites. Services in the aquatic program include: general supervision, operating the gate attendant program, bathhouse attendants, overseeing the police program, water safety, and a swim program.
 - (3) Youth Services program is dedicated to creating successful youth and family services programs through the Hyannis Youth and Community Center and other municipal and school buildings. These programs include the Youth Commission and its Youth Advisory Group, and follows the tenets of America's Promise: Prevention, Skills Education, Youth Center, Caring Adults, and Service Learning.
- (4) Interrelationships.**
 - (a) Town Manager.** Recreation interacts with the Town Manager for the purpose of program approval, budgeting, expenditure, grant assistance, as well as scheduling of facility use and coordination.

- (b) **Other departments.** It interacts with Public Works on a regular basis to prepare, maintain, and improve facilities. Work order requests are utilized. The Leisure Services Director and Public Works Superintendent meet to review facilities management issues. Police Department interaction takes place in scheduling of recreation programs, special details, patrols and coordination of recreational services with public safety concerns. The Leisure Services Director meets periodically with the Chief of Police to review public safety and coordination issues.
- (c) **Interaction** with the Regulatory Department relates to land use for passive and active recreation. School Department interaction concerns utilization of school gyms, fields, coordination of special needs activities with the School Department's Special Needs Division; scheduling activities for the ice rink and athletic fields, and beach areas.
- (d) **Multiple-member boards.** Recreation provides administrative support to the Recreation Commission and the Youth Commission, implementing the policies of said committees through the promulgation of rules and regulations that are subject to approval by the Town Manager.

B. Hyannis Youth & Community Center Division

- (1) **Mission.** The Hyannis Youth and Community Center is committed to providing a safe, healthy recreational facility to every segment of the community. Providing quality, well-rounded programs of a general and specialized nature that contribute to the maximum use of the community is essential to the overall success of the facility. The Division constantly strives to improve service to the community and patrons, through creative innovation and teamwork; built-upon a solid foundation of values and beliefs in order to achieve its mission. There are two programs: Ice and Youth Center.
- (2) **Authorities and Responsibilities.** The Hyannis Youth & Community Center is responsible for the development and delivery of a variety of educational, social, recreational and counseling services to the residents of Barnstable. The Hyannis Youth & Community Center is responsible for the development and delivery of a variety of educational, social, and recreational services to the residents of Barnstable. The major responsibility is to provide services in a manner that eliminates duplication of services, maximizes existing personnel resources, and utilizes a variety of volunteer programs to diversify the effectiveness of programming. It services the community's entire population, as well as servicing the tourism population on a seasonal basis.
- (3) **Organizational components:** The Hyannis Youth & Community Center is comprised of an Ice program and a Youth Center program. The Ice program includes two NHL regulation ice rinks one of which is the Lt. Joseph P. Kennedy Jr. Memorial Skating Rink and provides a public skating program, hockey activities and figure skating instruction. The Youth Center program includes a Teen Center and basketball/volleyball courts and other dry floor activities.
- (4) **Interrelationships.**
 - (a) **Town Manager.** The Hyannis Youth & Community Center interacts with the Town Manager for the purpose of program approval, budgeting, expenditure, grant assistance, as well as scheduling of facility use and coordination.
 - (b) **Other departments.** It interacts with Public Works on a regular basis to prepare, maintain, and improve facilities. Police Department interaction takes place in scheduling of recreation programs, special details, patrols and coordination of recreational services with public safety concerns. The Hyannis Youth & Community Center General Manager meets periodically with the Chief of Police to review public safety and coordination issues.
 - (c) **Interaction with Departments as needed.**
 - (d) **Multiple-member boards.** The Hyannis Youth & Community Center provides information to the Recreation Commission, implementing the policies of said committee through the promulgation of rules and regulations that are subject to approval by the Town Manager.

C. Golf Division.

- (1) **Mission.** Barnstable Golf is dedicated to provide, operate and maintain affordable, self-supporting public golf facilities, while protecting them for the future, by maintaining and

2012-140 (Continued)

improving the courses, the buildings, and the equipment. Golf Course Management strives to provide programs that enrich recreational opportunities, while being fiscally responsible to the residents and taxpayers of the Town of Barnstable.

- (2) **Authorities and Responsibilities.** Golf is responsible for the development and delivery of a variety of educational, social, and recreational programs for the residents of Barnstable. The major responsibility is to provide services in a manner that eliminates duplication of services and maximizes existing personnel resources. It services the community's golfing population as it is an enterprise account and the users of the service pay for the service. It also services the tourism population on a seasonal basis.
- (3) **Organizational components:** The Golf Division is dedicated to operating and maintaining an attractive, affordable, and self-supporting public golf facility. The two facilities are the Olde Barnstable Fairgrounds Municipal Golf Course, which is an eighteen-hole golf course located in Marstons Mills and the Hyannis Golf Course, which is also an eighteen-hole golf course located in Hyannis. The golf component is self-supporting through an enterprise account. It is responsible for all aspects of operating the golf course. The primary services are as follows:
 - (a) Membership offers residents the opportunity to play year-round golf at a responsible rate. It provides the players with organized events, scheduled activities and a sense of belonging to a top golf facility.
 - (b) Junior golf provides the Barnstable youth with affordable recreation, trains the juniors in the rules, etiquette, and swing technique, provides a home for the high school golf team, plus tournaments, clinics and competitions of various kinds are organized throughout the season.
 - (c) Fee players provides quality service, a high level of conditioning, and a pace of play attracting visitors from all parts of New England to make the Olde Barnstable Fairgrounds and the Hyannis Golf Course their choice of courses. Combined, the courses are open to the public seven days a week, year round.
 - (d) Pro shop consists of a full line of equipment, fashions, and accessories that are always stocked.
 - (e) Driving range offers the serious golfer an area to practice all parts of the game.
 - (f) Maintenance provides continuous improvements of course. The condition of the course is essential to its future. Cooperative efforts with conservation, Audubon and other environmental groups will improve public relations. A beautification program to improve the esthetic value of the facility is ongoing.
 - (g) Tournament schedule provides high quality events for members, local charities, state, and local associations.
 - (h) Restaurant provides food and beverage for customers prior, during, and after golfing. It also offers non-golfers an opportunity to visit the facility and enjoy the scenery.
- (4) **Interrelationships.**
 - (a) **Town Manager.** Golf interacts with the Town Manager for the purpose of program approval, budgeting, expenditure, as well as scheduling of facility use and coordination.
 - (b) **Other departments.** It interacts with Recreation on a regular basis to prepare, maintain, and improve programs.
 - (c) **Interaction with** the Regulatory Department relates to land use for passive and active recreation.
 - (d) **Multiple-member boards.** Golf provides administrative support to the Golf Committee, implementing the policies of said committees through the promulgation of rules and regulations that are subject to approval by the Town Manager.

D. Marine and Environmental Affairs Division.

- (1) **Mission.** Marine and Environmental Affairs provides administration of the Town waterways, safety and marina program and the protection, preservation, management and enhancement of the Town's natural and wetland resources, including Sandy Neck.

2012-140 (Continued)

- (2) **Authorities and responsibilities.** Marine and Environment Affairs is responsible for enforcement and promulgation of mooring regulations, marina rules and regulations subject to approval of the Town Manager, the Federal Clean Water Act (in conjunction with U.S. Coast Guard) and Town ordinances concerning vessel use in public waters; enforcement of state boating laws; the placement and maintenance of the Town's private aids to navigation; approval of moorings; slip contracts and supervision of four Town marinas which operate as an enterprise account; inspection of Town ways to water; harbor patrols; and collection of fees and charges at various marinas, ramps, and for mooring permits. Public safety activities include the placement and maintenance of aids to navigation, compliance activities, emergency response activities and technical assistance to the Waterways Committee. It is responsible for the administration of programs and the enhancement and protection of resources relative to the Town property at the Sandy Neck Barrier Beach which operates as an enterprise account; programming relative to shellfish protection, propagation, and management pursuant to MGL c. 130; implementation of conservation land management plans; herring run management; and provides assistance to federal, state, and other local agencies in projects of mutual concern. It enforces statutes (MGL c. 90B, 130, 131, 266, § 113, and 270, § 16), ordinances, rules and regulations relative to shellfish, fish and game, marine and recreational vehicles, conservation regulations, illegal disposal and taking of timber, berries, etc. It is also responsible for answering complaints or other matters pertaining to animals within the Town and for the enforcement of all laws relating to the care, custody and control of dogs, pursuant to MGL c. 140, § 136S-174, 266 § 47, and 272 § 77 through 98; as well as c. 108, Hazardous Materials, and Chapter 24, Animals, Article I, Regulation of Dogs, of the Code of the Town of Barnstable.
- (3) **Organizational components.**
- (a) **Marine Affairs Section.** Marine Affairs is responsible for administration and management of the Town waterways safety program including daily supervision of Town docks, moorings, boat ramps and Town waters, and the promotion of public safety for persons and property on the waterways. The mooring program serves to provide adequate space for harbor users and for the safety of moored boats.
- (b) **Environmental Affairs Section.** Environmental Affairs is responsible for the protection, preservation, management and enhancement of the Town's natural and wetland resources as well as the promotion of public safety for persons, property and animals.
- (4) **Interrelationships.**
- (a) **Town Manager.** Marine and Environmental Affairs interacts with the Town Manager with respect to approval of rules and regulations relative to moorings and marinas, fees and charges resulting there from, and approval of rules and regulations, including but not limited to, shellfish regulatory matters, fish and game, and all fees and charges resulting there from. Interaction further occurs relative to implementation of the Town's property and facilities management plan, approval of programs, budgets, expenditures, and other programs as necessary. Interaction also occurs through the Town Manager's responsibilities pursuant to state law and local ordinance concerning restraining orders, banishment and disposition of dangerous dogs.
- (b) **Other departments.** It interacts with Conservation on waterway-related project applications and implementation of conservation land management plans, and land use; Recreation to maintain passive recreational facilities and placement of recreational devices; Public Works for land management maintenance and maintenance of Town landings, vehicle maintenance, and equipment use, erosion control projects, moth infestations, snow fence construction, building maintenance, mapping, GIS; Police for law enforcement issues concerning complaint investigation, abandoned/recovered motor vehicles, land search/rescue

2012-140 (Continued)

operations; Fire Districts for underwater search/recovery; Fire Districts and Health Division for oil spill cleanup and pollution response and investigation; Health Division for animal bites and quarantines; and Town Clerk for census and dog licensing matters; Assessing and Collector concerning mooring permit issuance/boat excise tax.

- (c) **Multiple-member boards.** It provides administrative and technical support to the Waterways Committee, to the Shellfish Committee, and to the Sandy Neck Board and interacts with the Conservation Commission, Recreation Commission, and other boards as necessary.

E. Senior Services Division.

- (1) **Mission.** Senior Services assesses the needs of those citizens age 60 and over living in Town. It designs and creates programs to meet those needs, advocates and educates the community on those issues affecting the elderly, and enlists the support and the funding for the programs from federal, state, Town, and other public and private organizations.
- (2) **Authorities and responsibilities.** Senior Services provides a wide and diverse array of programs designed to meet the needs of elders that includes, but is not limited to, the following: outreach, medical education and assistance, social day care, social, recreational and educational programming, counseling, information and referral, newsletters, financial, nutrition, and transportation. Services are developed and provided through staff, volunteers and cooperative efforts with community groups and agencies. It also serves as a resource to other departments and community groups concerning issues having an impact on elders, as well as regularly assessing needs and developing financial resources.
- (3) **Interrelationships.**
- (a) **Town Manager.** Senior Services interacts with the Manager primarily for program approval, budget expenditures, secondarily and through the section for all other matters.
- (b) **Other departments.** Senior Services interacts with Public Works relative to facilities program preparation, maintenance, and improvement. It interacts with the Health Division for cooperation in providing appropriate health services. Ongoing interaction with all other departments and organizational components to insure accomplishment of its goals and objectives is commonplace.
- (c) **Multiple-member boards.** Senior Services provides administrative support to the Council on Aging and receives advisory information regarding program service delivery.
- (d) **Other interactions.** Senior Services interacts with appropriate community agencies and groups as well as state agencies to seek effective accomplishment of the departmental programming.

F. Veterans' Services Division.

- (1) **Mission.** Veterans' Services provides assistance in obtaining benefits from federal, state, and local programs for veterans and their dependents, as well as aiding them financially for ordinary living expenses and medical needs.
- (2) **Authorities and responsibilities.** Veterans' Services operates within the Town of Barnstable as part of a Veterans' Services District, pursuant to MGL c. 115. It provides aid and assistance to veterans and/or their dependents, secures appropriate benefits for this service group, provides outreach, counseling, medical and other support services. It is headquartered in Barnstable.
- (3) **Interrelationships.**
- (a) **Town Manager.** Veterans' Services interacts with the Town Manager, as the Manager is a member of the District Board. The Manager approves programs, budgets, and coordinates the District employee benefits through its financial offices.
- (b) **Other departments.** It interacts with the Finance Director and the Town Treasurer to provide the financial needs of the veteran in an acceptable manner under law and in a timely fashion and with Assessing to assist veterans with real estate tax abatements.

SPONSOR: Acting Town Manager Thomas K. Lynch

BARNSTABLE TOWN COUNCIL

ITEM# 2012-140
INTRO: 05/17/12

SUMMARY

TO: Town Council
FROM: Acting Town Manager Thomas K. Lynch
DATE: May 8, 2012
SUBJECT: Amend the Administrative Code §241.27.10, Community Services Department

RATIONALE: The Community Services Department has five divisions: Marine and Environmental Affairs; Recreation – Leisure Services, Aquatics and Youth Services; Hyannis Youth and Community Center; Golf and Senior Services. The changes in the Administrative Code reflect the new five divisions reporting directly to Director of Community Services.

The focus of the Recreation – Leisure Services, Aquatics and Youth Services Division has a Leisure Services Director and runs both General Fund and Revolving Fund Programs. Youth Services has been moved from a stand alone division and incorporated it into this Division, as it will provide more structure.

The Hyannis Youth and Community Center is an enterprise account. The Hyannis Youth and Community Center has a General Manager who oversees the day-to-day operations of the facility. The code has been updated to incorporate the programs of Ice and Youth Center, which are operated out of the facility.

The Golf Division is an enterprise account. Golf has a Director of Golf Operations who oversees the day-to-day operations of its two golf courses. The code has been updated to include the addition of the Hyannis Golf Course.

The Marine and Environmental Affairs Division has been updated to include the addition of a fourth marina and that both Marinas and Sandy Neck are now enterprise accounts.

Senior Services remains unchanged in this code.

B. NEW BUSINESS (May be acted upon)

BARNSTABLE TOWN COUNCIL

ITEMS# 2012-141

INTRO: 05/17/12

2012-141 APPOINTMENT OF THOMAS K. LYNCH AS TOWN MANAGER

ORDERED, that the Town Council, acting under the provisions of Section 4-1 of the Charter of the Town of Barnstable, hereby appoints Thomas K. Lynch with an address of 95 Phinneys Lane, Centerville, MA, 02632, as Town Manager for a term beginning June 17, 2012 and ending on June 30, 2014, subject to contract negotiations.

SPONSOR: Town Manager Contract Subcommittee