



Town of Barnstable

Town Council

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Tom Rugo
James M. Tinsley, Jr.

Administrator:
Donald M. Grissom

Administrative
Assistant:
Barbara A. Ford

TOWN COUNCIL MEETING

AGENDA

March 5, 2009

7:00 PM

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
- 4. PUBLIC COMMENT (May be limited to 2 minutes)**
 - **School Committee (Under Barnstable Town Charter, Part VI, Financial Procedures, § 6-1 Annual Budget Policy)**
 - **Budget Policy Discussion**
- 5. COUNCIL RESPONSE TO PUBLIC COMMENT**
- 6. ACT ON MINUTES**
- 7. COMMUNICATIONS FROM ELECTED OFFICIALS, BOARDS, COMMISSIONS, STAFF, CORRESPONDENCE, ANNOUNCEMENTS AND COMMITTEE REPORTS**
- 8. ORDERS OF THE DAY**
 - A. OLD BUSINESS**
 - B. NEW BUSINESS**
- 9. TOWN MANAGER COMMUNICATIONS**
- 10. ADJOURNMENT**

NEXT MEETING: March 19th

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Minutes – February 26, 2009

Please Note:

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.

A. OLD BUSINESS (Public hearing closed) (May be acted upon)

BARNSTABLE TOWN COUNCIL

ITEM# 2009-058

INTRO: 01/08/09, 01/22/09, 02/05/09, 02/26/09, 03/05/09

2009-058 APPROPRIATION AND TRANSFER ORDER FOR FY09 PARKING ENFORCEMENT OPERATING EXPENSES

ORDERED, that the Town Council hereby appropriates the sum of \$54,400 for fiscal year 2009 parking enforcement expenses, and to meet this appropriation that \$54,400 be transferred from available funds within the Bismore Parking Special Revenue Fund.

SPONSOR: Town Manager John C. Klimm

BARNSTABLE TOWN COUNCIL
APPROPRIATION & TRANSFER ORDER FY09
PARKING ENFORCEMENT EXPENSES

ITEM# 2009-058

INTRO: 01/08/09, 01/22/09, 02/05/09, 02/26/09, 03/05/09

SUMMARY

TO: Town Council
FROM: John C. Klimm, Town Manager
DATE: December 22, 2008
SUBJECT: FY09 Appropriation Order for the Parking Enforcement Expenses

BACKGROUND: In the summer of 2008, the Town Manager requested the parking area in the southerly portion of Bismore Park be refurbished and returned to use as a municipal parking lot. The town is installing new parking Kiosks in this area that will become operational in fiscal year 2009 eliminating the need for on-site parking attendants. In their place, parking enforcement will be increased to 16 hours, days seven days a week. The enforcement function will be handled by the Regulatory Service Department, which will need to hire additional part-time staff and vehicles.

ANALYSIS: Expenses for operating this parking lot are estimated to be \$20,400 through the end of fiscal year 2009. Additionally, \$34,000 is requested to buy two "Smart Cars." These are 2-passenger small "city vehicles" with MPG ratings of approximately 35 MPG. These vehicles will be used for parking enforcement at Bismore as well as other areas in town. It is estimated that the new parking Kiosks will generate an additional \$220,000 in revenue annually.

FISCAL IMPACT: This appropriation request is funded from the Bismore parking special revenue fund, which has a balance of \$118,127. Approval of this appropriation will allow the town to implement the new parking enforcement program, which is anticipated to increase annual revenues by \$220,000. The use of "Smart Cars" for parking patrol functions will save approximately \$1800.00 per year at today's fuel costs.

TOWN MANAGER RECOMMENDATION: The Town Manager recommends approval of the appropriation order after the required public hearing.

STAFF ASSISTANCE: Growth Management Department, Finance Department, D.P.W. Department, and the Regulatory Services Department

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

BARNSTABLE TOWN COUNCIL

ITEM# 2009-066
INTRO: 02/26/09, 03/05/09

2009-066 APPROPRIATION ORDER FOR CEMETERY EQUIPMENT

ORDERED, That the sum of \$21,714.56 be appropriated for the Structures & Grounds Cemetery Program for the purpose of purchasing burial equipment used by Town staff to maintain cemeteries and perform interments in town cemeteries, and to meet such appropriation, that \$21,714.56 be transferred from the Town's Sale of Cemetery Lots Special Revenue Fund.

SPONSOR: Town Manager John C. Klimm

DATE	ACTION TAKEN
_____	_____
_____	_____

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

BARNSTABLE TOWN COUNCIL

APPROPRIATION ORDER FOR CEMETERY EQUIPMENT

ITEM# 2009-066
INTRO: 02/26/09, 03/05/09

SUMMARY

TO: Town Council
FROM: John C. Klimm, Town Manager
THROUGH: Mark Ells, Director of Public Works
DATE: February 4, 2009
SUBJECT: Appropriation Order for Cemetery Equipment

BACKGROUND: Since February 22, 1999, the Structures & Grounds Cemetery section has assumed responsibility for performing burial operations throughout the Town's cemeteries. This operation requires a multitude of heavy equipment and specialized tools to expedite the interment process. We are requesting the replacement of (1) 1995 utility trailer that is in poor condition and has exceeded its useful life. Additionally we are requesting funds to purchase (1) new ATV utility dump vehicle to expedite transport of graveside equipment and improve efficiencies for grave closure. We will also be replacing miscellaneous graveside equipment that is showing excessive wear due to age. The purchase of this equipment will improve efficiencies for grave openings and keep our interment equipment in serviceable condition.

ANALYSIS: As part of the Town's long-range plan for the periodic replacement of equipment used for the maintenance of cemeteries and interment services, receipts from the sale of cemetery lots are credited to a Special Revenue Fund in accordance with Massachusetts General Finance Laws. The cost of this equipment can be solely covered by this dedicated cemetery revenue fund.

FISCAL IMPACT: In accordance with Massachusetts General Finance Laws, the Town maintains a Special Revenue Fund to which the receipts from the sale of cemetery lots are credited. Subsequently, these receipts may be appropriated for the cost of maintaining and improving the Town's cemeteries. This account currently has a balance of \$95,084.00. There is no fiscal impact on General Fund operating budget.

TOWN MANAGER RECOMMENDATION: The Town Manager recommends that the Town Council approve this appropriation order after the required public hearing.

STAFF ASSISTANCE: Stephen Sundelin, Supervisor – Structures & Grounds Division, Daniel St Pierre, Foreman – Cemetery Operations

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

BARNSTABLE TOWN COUNCIL

ITEM# 2009-068
INTRO: 02/26/09, 03/05/09

2009-068 APPROPRIATION ORDER FOR THE VETERANS' BENEFITS BUDGET

ORDERED: That the sum of \$110,000 be appropriated from available funds for the purpose of funding the Town's FY 2009 Veterans' benefits budget.

SPONSOR: Town Manager John C. Klimm

DATE	ACTION TAKEN
_____	_____
_____	_____

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

BARNSTABLE TOWN COUNCIL

APPROPRIATION ORDER FOR THE VETERANS' BENEFIT BUDGET

ITEM# 2009-068
INTRO: 02/26/09, 03/05/09

SUMMARY

TO: Town Council
FROM: John C. Klimm, Town Manager
THROUGH: Sidney L. Chase, Veterans Agent
DATE: February 9, 2009
SUBJECT: FY 2009 Other Requirements Budget

BACKGROUND: The Town of Barnstable is part of a regional veterans' district. Every year it is assessed a portion of district's budget, which includes the director, staff and operating expenses of running the district. In addition, the Town is responsible for a portion of the direct bills for eligible veterans living in Barnstable for items such as doctor and hospital bills, medications and medical equipment, heating fuel assistance and other costs.

ANALYSIS: The Town is the payer of last resort for eligible veterans' benefits. A vendor must bill the insurance companies, Medicare, Mass Health or the VA before the Town has to pay. This often causes a delay in vendor billing while they wait for payment or the denial of the coverage. Any unpaid balance is then billed to the Veterans' District for processing. Due to the increased numbers of Veterans who are out of work, or have lost their health care and the rising cost of health care, additional funds are needed to pay for the FY09 benefits.

FISCAL IMPACT: The Town of Barnstable budgeted \$195,804 for FY09 veterans' benefits. To date, only \$12,618 remains unexpended in this account with over 4 months remaining in the fiscal year. A request for an additional \$110,000 is being made to cover the rest of FY09. Funding for this will be provided from the municipal savings account, which has a balance of approximately \$1.6 million. Any remaining funds left over at the end of FY09 will be credited back to the municipal savings account.

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

BARNSTABLE TOWN COUNCIL

ITEM# 2009-069
INTRO: 02/26/09, 03/05/09

2009-069 FY09 APPROPRIATION ORDER FOR CLEANUP COSTS

ORDERED, That the Town Council hereby appropriates \$231,904 for the cleanup costs associated with the Hyannis West Elementary School and to meet this appropriation that \$231,904 be transferred from the Town Councils' reserve fund.

SPONSOR: Town Manager John C. Klimm

DATE	ACTION TAKEN
_____	_____
_____	_____

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

BARNSTABLE TOWN COUNCIL

APPROPRIATION & TRANSFER ORDER FOR THE CLEAN UP COSTS OF HYANNIS WEST ELEMENTARY SCHOOL

ITEM# 2009-069
INTRO: 02/26/09, 03/05/09

SUMMARY

TO: Town Council
FROM: John C. Klimm, Town Manager
DATE: February 12, 2009
SUBJECT: FY09 Appropriation Order for Hyannis West Elementary School Cleanup Costs

BACKGROUND: On November 19, 2007, at Hyannis West Elementary School, approximately 10 gallons of #4, fuel oil leaked out of a failed valve on the boiler and through a sump pump, into a catch basin outside the school. Heavy precipitation over the next few days caused the catch basin to fail and overflowed onto the asphalt surface of the rear parking lot. After contacting the Hyannis Fire Department to report an oil spill, the schools contacted Clean Harbors Environmental Services, Inc. of Braintree, MA who performed emergency response operations in order to contain and mitigate the release.

Clean Harbors removed the impacted puddle water and standing water from the impacted catch basin, and capped the subject catch basin subsequent to the completion of emergency response actions. Subsequently, the parking lot was power washed, the sump and associated discharge line were cleaned and grossly contaminated liquids and solids were removed from the impacted catch basin and a connecting leach pit. Approximately 2,750 gallons of oily liquids and some 13 yards of oily solids were removed and transported under properly executed Uniform Hazardous Waste Manifests.

Laboratory analysis of a groundwater sample collected from an existing monitoring well located adjacent to the subject catch basin reported a total petroleum hydrocarbon (TPH) concentration as below reportable limits (BRL). In conducting broad spectrum well testing, it was determined that a spike on one test identified the presence of Chlordane, a currently banned and fairly toxic pesticide above the levels that require reporting to the DEP. The presence of this chemical in the catch basin, though unrelated to the oil spill incident, now triggered a new and more intensive plan for remediation of the catch basin.

Chlordane was allowed to be used in the 1970's to treat termites and ants. Research into school records showed that this chemical was used in the 1970's to treat termites at the school. Testing of the property determined that in all areas other than the catch basin, the concentrations are below state mandated limits for required remediation.

The chlordane remediation action plan required considerably more effort as the hazardous waste removal plan involved a higher level of paperwork for documenting the cleanup, and a more intense transport and disposal solution of the contaminated materials. Under an emergency procurement determination from the Commonwealth of Massachusetts Division of Capital Asset Management, the work was undertaken as quickly as possible and on a day when school was not in session, to avoid any possible interaction with students and staff.

The removal and disposal of the catch basin material and approximately 30 yards of contaminated soil has resolved the issue involving the chlordane and the oil contamination. The project paperwork is in its final closeout stage.

ANALYSIS: The costs incurred to date to meet the mandated response to both the oil spill and the chlordane cleanup is \$231,904.

FISCAL IMPACT: It is proposed that funding for this item be funded from the Town Council's reserve as it qualifies as an extraordinary and/or unforeseen event. This would essentially be a borrowing from the council's reserve fund. The Town Council's reserve fund will be replenished at the end of fiscal year 2009 when the financial records are closed. It will be replenished first with excess revenue earned over budget estimates. If the town fails to generate excess revenue it will then have to be replenished with returned appropriations and/or transfers from the savings account balances.

TOWN MANAGER RECOMMENDATION: The Town Manager recommends approval of the appropriation order after the required public hearing.

STAFF ASSISTANCE: Ann Marie Ellis, Assistant Director of Finance and David Anthony, Chief Procurement Officer

A. OLD BUSINESS (Second reading)

BARNSTABLE TOWN COUNCIL

ITEM# 2009-073
INTRO: 02/26/09, 03/05/09

2009-073 NSTAR & VERIZON NEW ENGLAND, INC EASEMENT ORDER

ORDERED, That the Town Council vote to grant to NSTAR Electric Company and Verizon New England, Inc. utility easements in a portion of 141 Bassett Lane property (Map 309, Parcels 004 and 264) in Barnstable (Hyannis), Barnstable County, Massachusetts, as shown on a plan of land entitled on a plan of land entitled, “PLAN SHOWING ELECTRIC EASEMENT OFF OF STEVENS STREET SCALE 1” = 50’ OCT. 6, 2008 IN BARNSTABLE (HYANNIS) MA PREPARED FOR THE TOWN OF BARNSTABLE BY THE D.P.W SURVEY SECTION File:04093” a copy of which plan is on file with the Town Clerk’s Office, and to authorize the Town Manager to take any steps necessary to finalize said easement.

SPONSOR: Town Manager

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read item
- ___ Rationale
- ___ Council discussion
- ___ Move/vote

BARNSTABLE TOWN COUNCIL

GRANTING A UTILITY EASEMENTS ON BASSETT LANE

ITEM# 2009-073
INTRO: 02/26/09, 03/05/09

SUMMARY

TO: Town Council
FROM: John C. Klimm, Town Manager
THROUGH: Mark S. Ells, Director
DATE: February 27, 2009
SUBJECT: Granting of utility easements on Bassett Lane to NSTAR and Verizon

BACKGROUND: The Town has received a request from NSTAR and a second request from Verizon to locate and install underground communications and primary electric conduits within a 15 foot wide portion of Town-owned property located at 141 Bassett Lane, and within the Town right-of-way on a portion of Stevens Street; and to locate and install a utility vault in the Town right-of-way of Stevens Street. The need to place these underground communications and electric conduits and electric vault is caused by the construction of the new Hyannis Youth and Community Center.

ANALYSIS: Utility vaults for underground communications and electrical conduits are typically located adjacent to existing utility poles located in the road right of way. In this instance, the underground communications and electric conduits will be installed from a new vault installed adjacent to utility pole 55/4 on the south side of Stevens Street, passing under Stevens Street directly into and across Town-owned property at 141 Bassett Lane so as to connect the utilities to the new Hyannis Youth and Community Center (HYCC). Placing the utilities underground at this location is the shortest most direct route, will reduce the overall cost of installation, and will enhance the esthetics of the project while providing new upgraded service to the new HYCC facility. No poles will be placed or added to the property and any required roadwork will be completely repaired to Town standards.

FISCAL IMPACT: There is no cost to the Town involved in granting this easement.

STAFF ASSISTANCE: John Juros, AIA, Owner's Project Manager
Charles McLaughlin, Esq., Town Attorney

B. NEW BUSINESS (Refer to Public Hearing 03/19/09) (Roll-call)

BARNSTABLE TOWN COUNCIL

**ITEM# 2009-070
INTRO: 03/04/09**

2009-070 AMEND GENERAL ORDINANCES - WATER SERVICE FEE COLLECTION PROCEDURES

ORDERED, That Chapter 184, Sewers, of the General Ordinances of the Code of the Town of Barnstable be and hereby is amended as follows.

SECTION 1. By changing the title from “SEWERS” to “SEWERS AND WATER”

SECTION 2. By adding an Article III to Chapter 184 containing the following -

“ARTICLE III, Collection of Water Use Charges.

§ 184-12. Adoption of statutory provisions.

The provisions of §§ 42A through 42F, inclusive, of Chapter 40 of the General Laws, with respect to the collection of water use charges by the Water Supply Division of the Department of Public Works, are hereby adopted by reference as a part of the general ordinances of the Town.

§ 184-13. Authority to follow statutory collection methods.

The Town Manager, together with the other officials of the Town therein named, are hereby authorized to follow the methods set forth therein in the collection of such charges.”

SPONSOR: Town Manager John C. Klimm

DATE	ACTION TAKEN
_____	_____
_____	_____

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

BARNSTABLE TOWN COUNCIL

AMEND GENERAL ORDINANCE WATER SERVICE FEE COLLECTION PROCEDURES

ITEM# 2009-070

INTRO: 03/04/09

SUMMARY

TO: Town Council
FROM: John C. Klimm, Town Manager
THROUGH: Mark S. Ells, DPW Director
DATE: February 24, 2009
SUBJECT: Amend Gen Ordinances of the DPW, Water Supply Division

BACKGROUND: The Hyannis Water Board and Department of Public Works have worked through a variety of issues related to the Hyannis Water System since the acquisition in May 2005. One of the issues is the collection of past due water service fees from delinquent customers. By the adoption of this order to amend the Town's general ordinance the DPW Water Supply Division would be enabled to collect these delinquent water service fees via the lien process currently in place and used by the DPW Water Pollution Control Division.

BOARD ACTION: Recommended and approved by the Hyannis Water Board.

STAFF ASSISTANCE: Mark S. Ells, Director of Public Works
Hans Keijser, Water Supply Division Supervisor

B. NEW BUSINESS (May be acted upon)

BARNSTABLE TOWN COUNCIL

**ITEM# 2009-071
INTRO: 03/05/09**

**2009-071 ACCEPTANCE OF THE MASSACHUSETTS CULTURAL COUNCIL JOHN
AND ABIGAIL ADAMS ARTS PROGRAM GRANT FOR FY09**

ORDERED, That the Town Council does hereby accept the grant award in the amount of \$40,000 from the Massachusetts Cultural Council’s John and Abigail Adams Arts Program.

SPONSOR: Town Manager John C. Klimm

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read item
- ___ Rationale
- ___ Council discussion
- ___ Move/vote

BARNSTABLE TOWN COUNCIL

MASSACHUSETTS CULTURAL COUNCIL JOHN AND ABIGAIL ADAMS ARTS PROGRAM GRANT

**ITEM# 2009-071
INTRO: 03/05/09**

SUMMARY

TO: Town Council
FROM: John C. Klimm, Town Manager
DATE: February 23, 2009
SUBJECT: Acceptance of a \$40,000 FY09 MA Cultural Council grant

BACKGROUND: The Growth Management Department wrote and submitted a grant to the Massachusetts Cultural Council John and Abigail Adams grant program. \$40,000 has been awarded pursuant to this grant submission. This year these funds will be used to define and brand the downtown Hyannis arts district, which includes Hyannis Harbor, Pearl Street art galleries, and Main Street. This the fourth consecutive year the department has been a successful applicant to this grant program.

ANALYSIS: The Harbor Your Arts (HyA) program began in 2005 with seven artist shanties and has now expanded arts-focused activities, such as performing arts, art galleries, and live/work space that are an integral part of downtown revitalization. Acceptance of this grant supports economic development through arts and culture initiatives. In addition, marketing dollars support visual and performing artists and increase awareness of the HyA programs among residents and visitors. HyA provides market opportunities for artists and businesses, attracts visitors, and helps define Hyannis as an arts destination. HyA performing arts events, the summer artist shanties, and Pearl Street artists support the local creative economy and business activity on Main Street and harbor area.

FISCAL IMPACT: This grant supplements grant funds from Barnstable County Regional Economic Development Pilot Program (REDPP), Arts Foundation of Cape Cod, and the Cape Cod Chamber. In-kind services from the following partners, Hyannis Main Street BID, Cape Cod Art Association, Cape Cod Chamber, Coastal Community Capital, and the Hyannis Area Chamber of Commerce provides the required match for this grant. No Town funds are allocated to Harbor Your Arts program.

STAFF ASSISTANCE: Melissa Hersh, Growth Management Arts & Culture Coordinator
Kathleen Girouard, Growth Management Community Development Coordinator

B. NEW BUSINESS (Refer to Public Hearing 03/19/09) (Roll-call)

BARNSTABLE TOWN COUNCIL

**ITEM# 2009-072
INTRO: 03/05/09**

2009-072 APPROPRIATION & TRANSFER ORDER FOR THE HYANNIS WATER SUPPLY SYSTEM

ORDERED, That the sum of \$378,000 be appropriated for the purposes of funding the preliminary design of a new water storage tank within the water distribution system for the Hyannis Water Supply System; and to meet this appropriation that \$378,000 be transferred from the mitigation funds received by the Town from the MTBE lawsuit; and that the Town Manager is authorized to contract for and expend the Appropriation made available for this purpose and be authorized to accept any grants or gifts in relation thereto.

SPONSOR: Town Manager

DATE	ACTION TAKEN
_____	_____
_____	_____

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

BARNSTABLE TOWN COUNCIL

APPROPRIATION ORDER HYANNIS WATER SYSTEM MASTER PLAN

ITEM# 2009-072

INTRO: 03/05/09

SUMMARY

TO: The Town Council
FROM: John C. Klimm, Town Manager
THROUGH: Mark S. Ells, Director DPW
DATE: February 23, 2009
SUBJECT: Appropriation Order

BACKGROUND: The Hyannis Water Board and Department of Public Works have prioritized the design, permitting, and construction of a new 1.25 MG water storage tank as one of two prioritized capital improvement recommendations of the Hyannis Water System Master Plan completed in April 2007. The findings of this master planning study concurred with the earlier findings of the SEA Consultants Inc. March 2004 Capital Equipment and Infrastructure Review. This request is for funding to proceed with the preliminary design of the water tower. The remainder of the design/permit funding has been included in the FY 2010 budget as a Capital Improvement Project request.

ANALYSIS: This project is needed to assure adequate drinking water storage capacity within the water supply system and to meet equalization and fire storage needs. A new tank should be located closer to the area of high water demand and would supplement the two existing tanks. The two existing tanks are in apparent good structural condition; however, each has a usable life span of about 100 years. The Mary Dunn No. 1 storage tank is approaching 100 years of age. Construction of a new tank is recommended, that will better serve the future drinking water storage needs of Hyannis. Insufficient fire storage capacity, lack of equalization, limited emergency storage capacity, and the Mary Dunn No. 1 water storage tank as it is reaching the end of its useful life are the reasons for requesting the new water storage tank.

FISCAL IMPACT: Funding is available for appropriation from the MBTE mitigation received by the Town of Barnstable for water supply issues.

STAFF ASSISTANCE: Mark S. Ells, Director of Public Works
Hans Keijser, Water Supply Division Supervisor