



# Town of Barnstable Town Council

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Councilors:

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 April 5, 2012 7:00 PM**

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
  - **CCRT Administrator Thomas S. Cahir –with an update**
- 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: April 26, 2012**

**A. OLD BUSINESS**

2012-081	Granting a utility easement to NSTAR Electric Company on a portion of Freezer Road, Barnstable <b>(May be acted upon)</b> .....	4 – 5
2012-082	Appropriation and transfer \$154,878 for the purchase of 6 new Ford Crown Victoria vehicles used as marked patrol cars for the Police Department <b>(Public hearing) (Roll-call)</b> .....	6 - 7

**FY13 CAPITAL IMPROVEMENT PROGRAM ITEMS BEGIN HERE**

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2012-084	Appropriation and loan order--\$1,070,000 for the Water Supply Enterprise Fund CIP to fund construct new 8” water main on Scudder Ave <b>(Public hearing) (Roll-call, 2/3)</b> .....	9
2012-085	Appropriation and transfer order— \$54,000 Water Supply Enterprise Fund CIP for funding the Water Main Looping & Connection Highland St. to Cook Circle <b>(Public hearing) (Roll-call)</b> .....	10
2012-086	Appropriation and transfer order— \$80,000 Water Supply Enterprise Fund CIP to fund design and permitting—Hyannisport Well Repair <b>Public hearing) (Roll-call)</b> .....	11
2012-087	Appropriation and transfer order— \$67,600 Water Enterprise Fund CIP <b>Public hearing) (Roll-call)</b> .....	12
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2012-090	Appropriation and transfer order—\$800,000 Airport Enterprise Fund CIP for funding testing, design, and constructing Runway 6 Engineered Material Arresting System (EMAS) <b>(Public hearing) (Roll-call)</b> .....	15
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2012-092	Appropriation and transfer order—\$400,000 Airport Enterprise Fund CIP for funding Replacement of Snow Removal Equipment <b>Public hearing) (Roll-call)</b> .....	17
2012-093	Appropriation and transfer order—\$66,000 Airport Enterprise Fund CIP for funding Design of the East Ramp Sewer Extension <b>Public hearing) (Roll-call)</b> .....	18
2012-094	Appropriation and transfer order—\$200,000 Airport Enterprise Fund CIP for funding Airport Terminal Enhancements <b>Public hearing) (Roll-call)</b> .....	19
2012-095	Appropriation and transfer order—\$80,000 Marina Enterprise Fund CIP for funding Design and Permitting the Gateway Marina Dredging <b>Public hearing) (Roll-call)</b> .....	20
2012-096	Appropriation and transfer order—\$3,250,000 Capital Trust Fund CIP for <b>Public hearing) (Roll-call, 2/3)</b> .....	21
2012-097	Appropriation and transfer order—\$1,879,000 Capital Trust Fund CIP for funding projects (listed in order) <b>Public hearing) (Roll-call, 2/3)</b> .....	22 - 23

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**B. NEW BUSINESS**

2012-098	Acceptance of a \$36,000 Massachusetts Cultural Council Adams Grant <b>(May be acted upon)</b> .....	24 – 25
2012-099	Appropriation of \$25,000 to hire a professional search consultant to assist in the process of hiring a permanent town manager <b>(Refer to public hearing 04/26/12)</b> .....	26 – 27
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 <b>(Refer to public hearing 04/26/12)</b> .....	28 – 29
2012-101	Acceptance of a \$500 gift from the South Congregational Church to the Recreation Division’s programs for youth revolving fund for scholarships <b>(May be acted upon)</b> .....	30 – 31
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2012-103	Resolution to extend the expiration date of \$147,664 of unencumbered capital appropriations in accordance with Barnstable Town Ordinance C.86 §4 <b>(May be acted upon)</b> .....	34 – 35
2012-104	Appropriation of \$57,000 from the Cemetery Lots Special Revenue account for the purchase of burial equipment <b>(Refer to public hearing 04/26/12)</b> .....	36 – 37

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**Approve Minutes** --March 15, 2012

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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# 2012-081**  
**INTRO: 03/15/12, 04/05/12**

**2012-081 GRANTING A UTILITY EASEMENT TO NSTAR, FREEZER ROAD, BARNSTABLE**

**RESOLVED:** That the Town Council vote to grant to NSTAR Electric Company a utility easement in a portion of property located at Freezer Road, Barnstable (Barnstable), Barnstable County, MA as shown on a plan of land entitled, "Plan to accompany easement to NSTAR Electric Company prepared for: Town of Barnstable prepared by: DPW Survey Section May 10, 2011 Scale : 1" = 20'", a copy of which plan is on file with the Town Clerk's Office, and to authorize the Town Manger to take any steps necessary to finalize said easement

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

DATE	ACTION TAKEN
_____	_____
_____	_____

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

# **BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-081**  
**INTRO: 03/15/12, 04/05/12**

## **SUMMARY**

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Acting Town Manager  
**THROUGH:** Mark S. Ells, Director  
**DATE:** February 15, 2012  
**SUBJECT:** Granting of Utility Easements at Freezer Road, Barnstable to NSTAR

**BACKGROUND:** The major reconstruction of the Barnstable Harbor bulkhead necessitated relocation of existing utility poles and lines to allow construction cranes and power hammers to operate. A particular section of power line along the south side of the harbor was found to be in fragile condition. To accommodate the construction, secure new power poles and lines and create an environment of guaranteed future maintenance an easement is proposed to be granted over Town land (Map 300, Parcel 22) to NSTAR.

**ANALYSIS:** An Easement with a general width of twenty (20) feet and containing an area of three thousand and three (3,003) square feet will be granted to allow NSTAR access to maintain and repair essential service to Town marine and adjacent commercial facilities. Placing poles 281/PB5 & 876/1 in the preferred location will not adversely impact Barnstable Harbor operations.

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

**TOWN MANAGER RECOMMENDATION:** The Town Manager recommends that the Town Council approve the action proposed by this order.

**BOARD AND COMMISSION ACTION:** None required.

**STAFF ASSISTANCE:** Legal Staff, Town Surveyor, Department of Public Works

**B. NEW BUSINESS (Public hearing) (Roll-call)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-082**  
**INTRO: 03/15/12, 04/05/12**

**2012-082 APPROPRIATION & TRANSFER ORDER—\$154,878 FOR POLICE VEHICLES**

**ORDERED:** That the sum of \$154,878 be appropriated for the purchase of 6 new 2011 Ford Crown Victoria vehicles to be used as marked patrol vehicles, and in order to meet this appropriation, the sum of \$154,878 be transferred from available funds.

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

DATE	ACTION TAKEN
_____	_____
_____	_____

- \_\_\_ Read item
- \_\_\_ Rationale
- \_\_\_ Council discussion
- \_\_\_ Move/vote

# BARNSTABLE TOWN COUNCIL

**ITEM# 2012-082**  
**INTRO: 03/15/12, 04/05/12**

## SUMMARY

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Interim Town Manager  
**THROUGH:** Paul B. MacDonald, Chief of Police  
**DATE:** March 7, 2012  
**SUBJECT:** Appropriation Order for New Police Vehicles

**BACKGROUND:** The Barnstable Police Department has a fleet of 28 marked patrol vehicles. These vehicles are on the road 24/7 as they serve as the primary “workplace” for patrol officers. Typically a cruiser is driven approximately 40,000 miles in a year. Once a patrol vehicle reaches between 120,000 and 130,000 miles it is generally replaced with a new vehicle. Due to the aging process of vehicles combined with the ongoing high-end use of the vehicles it is around this mileage (120-130,000 miles) that repairs and replacement parts become frequent and expensive, so that it is not cost effective to continue to repair a car that essentially has no long-term future. Another reason that we retire vehicles with high mileage is that they still have a bit of trade-in or resale value, which is put toward the purchase of a new vehicle or returned to the general fund. For many years the Ford Crown Victoria has been the standard across the county for police cruisers and this vehicle has served the department well. However, the Ford Crown Victoria has been discontinued effective December 2011 and has been replaced by the 2012 Ford Interceptor.

**ANALYSIS:** The department has the opportunity to purchase 6 new 2011 Ford Crown Victoria vehicles that are still available through the State of Massachusetts contract. This would enable us to purchase one more now than we would be able to within our proposed FY13 capital budget due to the overall price difference between the Crown Victoria and the new Ford Interceptor. Furthermore, the department would prefer not to buy first-year model vehicles, but instead wait a year to see how the new vehicle model is performing among police departments who purchased them. There are major design differences between the two cars.

**FISCAL IMPACT:** Funding will be provided from general fund surplus, which was last certified at \$12.3 million by the State Division of Local Services in November 2011. The police department receives an annual appropriation as part of its operating budget for vehicle replacements. Funding of this request will replace the annual budget for vehicle replacements in the FY13 Police Department operating budget. Any proceeds received from the disposal of retired vehicles will be credited back to the general fund.

**TOWN MANAGER RECOMMENDATION:** Acting Town Manager Thomas K. Lynch recommends approval of this appropriation.

**STAFF ASSISTANCE:** Paul B. MacDonald, Chief of Police  
Mark Milne, Chief Financial Officer  
Anne Spillane, Barnstable Police Department

**A. OLD BUSINESS (Public hearing) (Roll-call, 2/3)**

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-083**  
**INTRO: 03/15/12, 04/05/12**

**2012-083 APPROPRIATION & LOAN ORDER \$1,050,000 Water Supply Enterprise Fund CIP**

**ORDERED:** That the sum of \$1,050,000 be appropriated for the purpose of funding the pipe replacement and upgrade program for the Hyannis Water System as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, the Town Treasurer, with the approval of the Town Manager, is authorized to borrow \$1,050,000, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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



**A. OLD BUSINESS (Public hearing) (Roll-call, 2/3)**

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-084**

**INTRO: 03/15/12, 04/05/12**

**012-084 APPROPRIATION & LOAN ORDER \$1,070,000 Water Supply Enterprise Fund CIP**

**ORDERED:** That the sum of \$1,070,000 be appropriated for the purpose of Constructing a New 8” Water Main on Scudder Ave (Greenwood Ave to Craigville Beach Rd) as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, the Town Treasurer, with the approval of the Town Manager, is authorized to borrow \$1,070,000, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-085**  
**INTRO: 03/15/12, 04/05/12**

**2012-085 APPROPRIATION & TRANSFER ORDER \$54,000 Water Supply Enterprise Fund CIP**

**ORDERED:** That the sum of \$54,000 be appropriated for the purpose of funding the Water Main Looping & Connection (Highland St to Cook Circle) as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$54,000 be transferred from surplus funds within the Water Supply Enterprise Fund, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-086**  
**INTRO: 03/15/12, 04/05/12**

**2012-086 APPROPRIATION & TRANSFER ORDER \$80,000—Water Supply Enterprise Fund CIP**

**ORDERED:** That the sum of \$80,000 be appropriated for the purpose of funding the Design and Permitting of the Hyannisport Well Repair as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$80,000 be transferred from surplus funds within the Water Supply Enterprise Fund, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-087**  
**INTRO: 03/15/12, 04/05/12**

**2012-087 APPROPRIATION & TRANSFER ORDER \$67,600 Water Enterprise Fund CIP**

**ORDERED:** That the sum of \$67,600 be appropriated for the purpose of funding the Design of the Ocean Street Water Main Upgrade as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$67,600 be transferred from surplus funds within the Water Supply Enterprise Fund, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-088**  
**INTRO: 03/15/12, 04/05/12**

**2012-088 APPROPRIATION ORDER \$96,502 Water Enterprise Fund CIP**

**ORDERED:** That the sum of \$96,502 be appropriated for the purpose of funding the Pay-off of a Lease for an Emergency Generator as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$14,050 be transferred from council order 2009-090, \$70,226 be transferred from council order 2011-136, and that \$12,226 be transferred from surplus funds within the Water Supply Enterprise Fund, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-089**  
**INTRO: 03/15/12, 04/05/12**

**2012-089 APPROPRIATION ORDER \$77,000 Sewer Enterprise Fund CIP**

**ORDERED:** That the sum of \$77,000 be appropriated for the purpose of funding the Project Design for Staff Locker Room Upgrades, the Bearses Way Vacuum Station Back-up Pump, and the Portable Generator Storage Building as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$77,000 be transferred from surplus funds within the Sewer Enterprise Fund, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-090**  
**INTRO: 03/15/12, 04/05/12**

**2012-090 APPROPRIATION & TRANSFER ORDER \$800,000 Airport Enterprise Fund CIP**

**ORDERED:** That the sum of \$800,000 be appropriated for the purpose of funding the testing, design, and constructing of the Runway 6 Engineered Material Arresting System (EMAS) as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$800,000 be transferred from surplus funds within the Airport Enterprise Fund, and that the Airport Commission is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

<b>DATE</b>	<b>ACTION TAKEN</b>
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_____	_____

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-091**  
**INTRO: 03/15/12, 04/05/12**

**2012-091 APPROPRIATION & TRANSFER ORDER \$400,000 Airport Enterprise Fund CIP**

**ORDERED:** That the sum of \$400,000 be appropriated for the purpose of funding Runway 15 Visual Zone Clearing as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$400,000 be transferred from surplus funds within the Airport Enterprise Fund, and that the Airport Commission is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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



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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-092**  
**INTRO: 03/15/12, 04/05/12**

**2012-092 APPROPRIATION & TRANSFER ORDER \$400,000 Airport Enterprise Fund CIP**

**ORDERED:** That the sum of \$400,000 be appropriated for the purpose of funding the Replacement of Snow Removal Equipment as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$400,000 be transferred from surplus funds within the Airport Enterprise Fund, and that the Airport Commission is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

<b>DATE</b>	<b>ACTION TAKEN</b>
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_____	_____

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-093**  
**INTRO: 03/15/12, 04/05/12**

**2012-093 APPROPRIATION & TRANSFER ORDER \$66,000 Airport Enterprise Fund CIP**

**ORDERED:** That the sum of \$66,000 be appropriated for the purpose of funding the Design of the East Ramp Sewer Extension as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$66,000 be transferred from surplus funds within the Airport Enterprise Fund, and that the Airport Commission is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-094**  
**INTRO: 03/15/12, 04/05/12**

**2012-094 APPROPRIATION & TRANSFER ORDER \$200,000 Airport Enterprise Fund CIP**

**ORDERED:** That the sum of \$200,000 be appropriated for the purpose of funding Airport Terminal Enhancements as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$200,000 be transferred from surplus funds within the Airport Enterprise Fund, and that the Airport Commission is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

<b>DATE</b>	<b>ACTION TAKEN</b>
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_____	_____

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-095**  
**INTRO: 03/15/12, 04/05/12**

**2012-095 APPROPRIATION & TRANSFER ORDER \$80,000 Marina Enterprise Fund CIP**

**ORDERED:** That the sum of \$80,000 be appropriated for the purpose of funding the Design and Permitting of the Gateway Marina Dredging as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$80,000 be transferred from surplus funds within the Marina Enterprise Fund, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

<b>DATE</b>	<b>ACTION TAKEN</b>
_____	_____
_____	_____

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

**A. OLD BUSINESS (Public hearing) (Roll-call, 2/3)**

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-096**  
**INTRO: 03/15/12, 04/05/12**

**2012-096 APPROPRIATION & TRANSFER ORDER \$3,250,000 Capital Trust Fund CIP**

**ORDERED:** That the sum of \$3,250,000 be appropriated for the purpose of funding the repair of the Town's public roads and drainage systems as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager; and that to meet this appropriation, that \$3,250,000 be transferred from available funds within the Town's Capital Trust Fund, and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

<b>DATE</b>	<b>ACTION TAKEN</b>
_____	_____
_____	_____

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

**A. OLD BUSINESS (Public hearing) (Roll-call, 2/3)**

**BARNSTABLE TOWN COUNCIL**

**ITEMS# 2012-097**

**INTRO: 03/15/12, 04/05/12**

**2012-097 APPROPRIATION & TRANSFER ORDER \$1,879,000 Capital Trust Fund CIP**

**ORDERED:** That the sum of \$1,879,000 be appropriated for the purpose of funding the following projects as outlined in the FY 2013 - FY 2017 Capital Improvement Plan as recommended by the Town Manager;

Emergency Center Generators (Highway & Landfill Office Buildings) .	\$363,000
Hathaway’s Pond Beach House Septic System Replacement .....	\$85,000
Town Hall Interior Improvements .....	\$153,000
Long Pond & Mystic Lake Water Quality Improvements .....	\$80,000
WB Community Center Septic System.....	\$50,000
Sidewalk Overlays .....	\$70,000
Centerville Community Building (Painting & fire escape) .....	\$80,000
Highway Building Roof Replacement .....	\$60,000
Project Design (School St. Bulkhead Repair, Snow’s Creek Culvert, .....	
Bumps River Bridge Repair, Bay St. Ramp Repair, West Bay .....	
Breakwater Repairs, Old Town Hall & Trayser Museum) .....	\$345,000
MEA Building Septic System Replacement .....	\$55,000
Structures & Grounds Bldg (Septic System Design & Construct) .....	\$75,000
Ocean Street Parking Lot Improvements .....	\$115,000
School Facility Upgrades/Repairs.....	\$348,000

and that to meet this appropriation, \$35,000 be transferred from available funds within the Town’s Capital Trust Fund, and the following project balances totaling \$1,844,000 be closed and transferred;

<b>ORDER #</b>	<b>PROJECT NAME</b>	<b>BALANCE</b>
2002-079	Boat Ramp Renovations .....	145
2005-043	Oyster Harbor Bridge Repairs .....	7,548
2007-148	Water Quality Study II.....	21,500
2007-149	West Bay Tower Repairs .....	6,323
2008-105	Demo Portable Classrooms.....	19,173
2008-107	Dredging .....	3,894
2001-087	Main St. Hyannis Streetscape .....	3,160
2001-087	Walkway To The Sea.....	22,099
2001-087	Parking Lot Improvements .....	24,832
2001-087	Sewer Collection System Expansion Design..	468,190
2002-080	Police Facility Addition .....	469
2002-080	Design & Specifications—HYCC .....	32,637
2002-080	Roundabout – Scudder/Smith/Marstons .....	145,377
2005-085	West Bay Bridge Repairs.....	2,380
2005-085	Police Facility Improvements .....	4,295
2005-085	School Facility Repairs & Improvements.....	5,907
2005-085	WB Community Center Improvements .....	9,950

<b>ORDER #</b>	<b>PROJECT NAME</b>	<b>BALANCE</b>
2005-085	200 Main Street, 2 <sup>nd</sup> Floor Design .....	76,558
2006-096	School Improvements .....	4,096
2007-093	Lidar Survey.....	625
2007-095	Craigville Beachhouse .....	70,580
2007-095	Town Hall Improvements .....	84,461
2007-096	Coastal Discharge Mitigation .....	133,018
2007-097	Mystic Lake .....	1,637
2007-098	Pleasant St. Dock Improvements .....	235
2007-099	School Facility Repairs .....	1,101
2007-099	School Facility Improvements .....	25,959
2008-019	Private Road Repairs.....	201,780
2008-108	Highway Division Complex .....	183
2008-108	Police Facility Fuel Tanks .....	24,545
2008-108	Town Hall Improvements .....	58,564
2008-109	Mystic Lake Alum Treatment .....	5,020
2008-110	School Maintenance/Repairs .....	6,941
2008-110	School Safety .....	58,956
2009-010	Dredging .....	43,167
2009-022	West Bay Bulkhead.....	47,464
2009-095	Athletic Facility Upgrades .....	123,390
2010-109	School Boilers.....	60,000
2009-069	Hyannis West Clean-up .....	<u>37,840</u>
<b>Total project balances to be returned .....</b>		<b>\$1,844,000</b>

and that the Town Manager is authorized to contract for and expend the appropriation made available for these purposes and be authorized to accept any grants or gifts in relation thereto.

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

<b>DATE</b>	<b>ACTION TAKEN</b>
_____	_____
_____	_____

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

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

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-098**  
**INTRO: 04/05/12**

**2012-098 ACCEPTANCE OF A \$36,000 GRANT FROM THE MA CULTURAL COUNCIL  
ADAMS ARTS PROGRAM**

**RESOLVED:** That the Town Council does hereby accept the grant award in the amount of \$36,000 from the Massachusetts Cultural Council's Adams Arts Program.

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

DATE	ACTION TAKEN
_____	_____
_____	_____

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



# **BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-098**

**INTRO: 04/05/12**

## **SUMMARY**

**TO:** Town Council  
**FROM:** Jo Anne Miller Buntich, Growth Management Director  
**DATE:** February 1, 2012  
**SUBJECT:** Massachusetts Cultural Council Adams Arts Program grant

**BACKGROUND:** The Growth Management Department has been awarded pursuant a \$36,000 grant from the Massachusetts Cultural Council Adams Arts program. The use of these funds will continue and augment the successful downtown Hyannis Harbor Your Arts economic development program, will be invested in permanent public art and promote arts and cultural programs and events throughout Barnstable.

This grant award is awarded to GMD Economic Development Program, Arts & Culture for a seventh consecutive year.

GMD Economic Development Program, Arts & Culture through the Harbor Your Arts (HyA) program organizes, administers and promotes performing arts, exhibits, retail space for artists through the artist shanty program, artist live/work space and several arts and cultural events primarily in Hyannis, throughout the year. A vibrant, engaging downtown is supported by the public sector, maximizing economic development opportunities for private sector business development. Arts focused activities attract visitors and residents and enhance their experience; provide market opportunities for artists and businesses; support the local creative economy; enhance business activity in Hyannis; and help define Hyannis as an arts and culture destination. Frequently collaborating with the Hyannis Main Street BID, the Hyannis Area Chamber of Commerce, Cape Cod Art Association and the Arts Foundation of Cape Cod, we provide resources to the arts community through cooperative marketing and promotion to support community led arts and culture initiatives in Barnstable.

This award leverages other grant funds from Arts Foundation of Cape Cod and in kind services from the Hyannis Main Street BID, Cape Cod Art Association, Cape Cod Chamber and the Hyannis Area Chamber of Commerce. The required grant match is satisfied by these activities. No Town funds are allocated for or expended on this arts and culture program.

### **STAFF ASSISTANCE:**

Melissa Hersh, Growth Management Economic Development Program, Arts & Culture Coordinator  
Marjorie Watson, Administrative Assistant to the Growth Management Director

**B. NEW BUSINESS (Refer to public hearing 04/26/12)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-099  
INTRO: 04/05/12**

**2012-099 APPROPRIATE \$25,000 FOR TOWN MANAGER SEARCH CONSULTANT SERVICES**

**ORDERED**, that the sum of \$25,000 is hereby appropriated for the cost of hiring a professional consultant to assist in the process of hiring a permanent town manager, and that in order to meet this appropriation, the sum of \$25,000 be transferred from available funds.

**SPONSOR:** Town Manager Search Subcommittee

<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# 2012-099**  
**INTRO: 04/05/12**

## **SUMMARY**

**TO:** Town Council  
**FROM:** Town Manager Search Subcommittee  
**RE:** Professional Town Manager Search Consultant Services Appropriation  
**DATE:** March 14, 2012

**BACKGROUND:** The Town Council at its March 1, 2012 regularly scheduled meeting, voted to authorize the hiring of a search consultant to assist the search committee in the process of hiring a permanent town manager.

The Town Manager Search Subcommittee met on March 13, 2012 and heard from Human Resource Director Bill Cole and Chief Procurement Officer David Anthony on the parameters and guidelines in hiring a consultant. The Committee was advised that the RFP (request for proposal) should include the maximum budget allowed for the services in order to receive the greatest number of pertinent and appropriate proposals.

**B. NEW BUSINESS (Refer to public hearing 04/26/12)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-100  
INTRO: 04/05/12**

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

**ORDERED:** That the sum of \$34,396.56 be 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**

## 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

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

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-101  
INTRO: 04/05/12**

**2012-101 ACCEPTANCE OF A \$500 GIFT FROM SOUTH CONGREGATIONAL CHURCH**

**RESOLVED:** That the Town of Barnstable hereby accepts a gift of \$500 to the Barnstable Recreation Division from South Congregational Church for the purpose of scholarships for Recreation revolving fund programs for youth.

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

DATE	ACTION TAKEN
_____	_____
_____	_____

- Read Item
- Rationale
- Council discussion
- Move / vote

# **BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-101**  
**INTRO: 04/05/12**

## **SUMMARY**

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Acting Town Manager  
**THROUGH:** Lynne M. Poyant, Director of Community Services  
**DATE:** March 27, 2012  
**SUBJECT:** Acceptance \$500 gift to Barnstable Recreation Division from South Congregational Church for the purpose of scholarships for recreation revolving fund programs for youth

**BACKGROUND:** The South Congregational Church of Centerville has gifted \$500 for the purpose of scholarships for recreation revolving fund programs for youth. Determination of the children selected will be based upon financial need through the Recreation Division's financial policies.

The Community Services Department and Recreation Division are grateful to South Congregational Church for their generosity in providing scholarships for youth.

**FISCAL IMPACT:** None

**STAFF ASSISTANCE:** Patti Machado, Leisure Services Director

**B. NEW BUSINESS (Refer to public hearing 04/26/12)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-102  
INTRO: 04/05/12**

**2012-102 APPROPRIATE \$57,000 FROM THE CEMETERY LOTS SPECIAL REVENUE  
FUND FOR THE PURCHASE OF BURIAL EQUIPMENT**

**ORDERED:** that the sum of \$57,000 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 \$57,000 be transferred from the Town’s Sale of Cemetery Lots Special Revenue Fund.

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

<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# 2012-102**  
**INTRO: 04/05/12**

## SUMMARY

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Interim Town Manager  
**THROUGH:** Mark Ells, Director of Public Works  
**DATE:** 03/02/2012  
**SUBJECT:** Transfer Order for Equipment / Purchase

**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 a 2002 Volvo 55 Excavator that has over 2,400 hrs and needs approximately \$10,000 in maintenance repairs. We would replace the Volvo excavator with a new 2011 CX55B Excavator with 0hrs. Additionally we are requesting funds to purchase (1) new portable canopy used during funerals services in inclement weather. We will also be replacing miscellaneous graveside equipment that is showing excessive wear due to day to day operations. 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.

The equipment for which these transferred funds would pay includes:

(1) 2011 CX55B Excavator	\$66,350
(1) 15'x15' Roll-Around Canopy	\$ 6,450
Refurbish(1) Frigid Imperial Lowering Device	\$ 500
Miscellaneous graveside supplies	\$ 200
(Less) 2002 Volvo 55 Excavator Trade-in	<u>(\$16,500)</u>
TOTAL	\$57,000

**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 \$150,085. Purchasing this equipment from this dedicated special revenue account relieves the general fund operating budget from having to fund the costs.

**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  
Mark Milne, Director of Finance

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

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-103  
INTRO: 04/05/12**

**2012-103 EXTENSION OF \$147,664 IN UNENCUMBERED CAPITAL APPROPRIATIONS**

**RESOLVED:** That the Town Council hereby extends the expiration date to June 30, 2015 in accordance with Chapter 86 §4 of the Town’s general ordinances for certain specific appropriations as follows:

Council Order	Description	Balance Remaining
2007-095	Joshua’s Pond Beach House	\$41,812
2007-097	Mill Pond Dredging	\$29,823
2008-016	Coastal Access Improvement Plan	\$76,029
Total		\$147,664

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

DATE                      ACTION TAKEN  
  
\_\_\_\_\_  
  
\_\_\_\_\_

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

# BARNSTABLE TOWN COUNCIL

**ITEM# 2012-103**  
**INTRO: 04/05/12**

## SUMMARY

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Acting Town Manager  
**DATE:** March 9, 2012  
**SUBJECT:** Resolve to Extend the Expiration Date of Specific Appropriations

**BACKGROUND:** In accordance with the Town's General Ordinances, Chapter 86 §1, specific appropriations will revert back to the General fund after a 3 year period if the funds remain unencumbered by contractual obligations. Chapter 86 §4 of the ordinances allows the Town Council to extend the life of the specific appropriation.

**ANALYSIS:** The following list of specific appropriation balances are requested to be extended.

Council Order	Description	Original Appropriation	Expended & Encumbered	Balance Remaining
2007-095	Joshua's Pond Beach House	\$62,820	(\$21,008)	\$41,812
2007-097	Mill Pond Dredging	\$50,000	(\$20,177)	\$29,823
2008-016	Coastal Access Improvement Plan	\$1,785,000	(\$1,708,971)	\$76,029
Total		\$1,897,820	(\$1,750,156)	\$147,664

The work necessary to complete these projects is on-going and the remaining funds will be used for their original purpose as follows:

**Joshua Pond Beach House:** The site has been surveyed and a site plan of development has been completed. The bathhouse renovations and addition of a guard office and storage area has been designed. The new septic system has been designed by a consultant and approved by the Board of Health. With the extended appropriation this work can begin immediately as we are about to go out for bids with this approval.

**Mill Pond Dredging:** Preliminary design is near complete and permitting has begun. Remaining funds will be used in obtaining necessary permits at the local, state & federal levels. (MEPA permitting is being provided gratis via an innovative project grant from Barnstable County). The presence of a species of special concern, the bridle shiner has complicated the state-level permitting, but prolonged consultation with the Natural Heritage & Endangered Species Program has steered the project to a viable path. All project permits are expected within the next 2 yrs.

**Coastal Access Improvement Plan:** Will be used for the continuation of preserving and improving our various coastal access areas (ways to water, beaches, boat ramps, bulkheads and landings) throughout the Town of Barnstable. The Millway Boat Ramp and Fortes/Ropes Beach are the next projects to be completed with these funds.

**FISCAL IMPACT:** The funding source for these appropriations was a bond issue. Remaining bond proceeds cannot be closed out to the General fund surplus. The unexpended funds will remain in the Town's capital projects fund until they are fully expended for their original purpose or until they are transferred and expended for another project.

**TOWN MANAGER RECOMMENDATION:** The Town Manager requests favorable action by the Town Council.

**B. NEW BUSINESS (Refer to public hearing 04/26/12)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2012-104  
INTRO: 04/05/12**

**2012-104 APPROPRIATE \$57,000 FROM THE CEMETERY LOTS SPECIAL REVENUE  
FUND FOR PURCHASE OF BURIAL EQUIPMENT**

**ORDERED:** that the sum of \$57,000 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 \$57,000 be transferred from the Town's Sale of Cemetery Lots Special Revenue Fund.

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

<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# 2012-104**  
**INTRO: 04/05/12**

## SUMMARY

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Interim Town Manager  
**THROUGH:** Mark Ells, Director of Public Works  
**DATE:** 03/02/2012  
**SUBJECT:** Transfer Order for Equipment / Purchase

**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 a 2002 Volvo 55 Excavator that has over 2,400 hrs and needs approximately \$10,000 in maintenance repairs. We would replace the Volvo excavator with a new 2011 CX55B Excavator with 0hrs. Additionally we are requesting funds to purchase (1) new portable canopy used during funerals services in inclement weather. We will also be replacing miscellaneous graveside equipment that is showing excessive wear due to day to day operations. 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.

The equipment for which these transferred funds would pay includes:

(1) 2011 CX55B Excavator	\$66,350.
(1) 15'x15' Roll-Around Canopy	\$ 6,450.
Refurbish(1) Frigid Imperial Lowering Device	\$ 500.
Miscellaneous graveside supplies	\$ 200.
(Less) 2002 Volvo 55 Excavator Trade-in	(\$16,500.)
TOTAL	\$57,000.

**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 \$150,085. Purchasing this equipment from this dedicated special revenue account relieves the general fund operating budget from having to fund the costs.

**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  
Mark Milne, Director of Finance