



Town of Barnstable Town Council

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MEETING AGENDA TOWN HALL HEARING ROOM January 7, 2016 7:00 PM

Councillors:

Jessica Rapp Grassetti
President
Precinct 7

Eric R. Steinhilber
Vice President
Precinct 2

John G. Flores
Precinct 1

Paul Hebert
Precinct 3

Frederick Chirigotis
Precinct 4

James H. Crocker
Precinct 5

William Crocker, Jr.
Precinct 6

Debra S. Dagwan
Precinct 8

James M. Tinsley
Precinct 9

Sara Cushing
Precinct 10

Philip N. Wallace
Precinct 11

John T. Norman
Precinct 12

Jennifer L. Cullum
Precinct 13

Administrator :
Cynthia A. Lovell

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
- 4. PUBLIC COMMENT**
- 5. COUNCIL RESPONSE TO PUBLIC COMMENT**
- 6. TOWN MANAGER COMMUNICATIONS**
- 7. ACT ON MINUTES (Including Executive Session)**
- 8. COMMUNICATIONS – from elected officials, boards, committees, staff, commission reports, correspondence and announcements**
 - **Presentation from Lorri Finton, Executive Director, Barnstable Housing Authority**
 - **Update and Discussion West Barnstable Shooting Range**
- 9. ORDERS OF THE DAY**
 - A. Old Business**
 - B. New Business**
- 10. ADJOURNMENT**

NEXT REGULAR MEETING: January 21, 2016

ITEM NO.	INDEX TITLE	PAGE
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A. OLD BUSINESS

NONE

B. NEW BUSINESS

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2016-063	Acceptance of a grant in the amount of \$5,000 on behalf of the Hyannis HyArts Cultural District from the Massachusetts Cultural Council Cultural District grant program. (May be acted upon)	5-6
2016-064	Acceptance of a grant in the amount of \$5,000 for the Barnstable Village Cultural District from the Massachusetts Cultural Council Cultural District grant program. (May be acted upon)	7-8
2016-065	Approving a contract extension for the Director of Finance, Mark A. Milne until December 31, 2020 (May be acted upon)	9

Approve Minutes – December 17, 2015

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 (None)

B. NEW BUSINESS (Refer to Public hearing 01/21/16)

BARNSTABLE TOWN COUNCIL

**ITEM: 2016-062
INTRO: 01/07/16**

**2016-062 APPROPRIATION AND TRANSFER ORDER IN THE AMOUNT OF \$4,000,000
FROM THE GENERAL FUND TO THE CAPITAL TRUST FUND**

ORDERED: That the Town Council hereby appropriates and transfers from available funds, the sum of \$4,000,000 from the General Fund to the Capital Trust Fund.

SPONSOR: Thomas K. Lynch, 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

ITEM: 2016-062
INTRO: 01/07/16

SUMMARY

TO: Town Council
FROM: Thomas K. Lynch, Town Manager
DATE: January 07, 2016
SUBJECT: Appropriation and Transfer Order of \$4 million for the Capital Trust Fund

BACKGROUND: The Town of Barnstable's capital needs are many. The FY 2016 capital improvement plan included a capital needs list in excess \$72 million in General Fund requests over the next five years. The Town committed to funding \$15 million of this amount in FY 2016. Additional funding sources need to be identified going forward to continue to address the projects on this list. Excess General Fund reserves have been dedicated to the Capital Trust Fund previously and this request seeks to do the same. The Capital Trust Fund is used as a financial tool to accumulate resources that are used for financing the Town's capital needs. Transferring these funds will allow the town to fund a more aggressive capital program over the next 5 years.

ANALYSIS: Positive operating results for the fiscal year ending June 30, 2015 resulted in the growth of the Town's Free Cash as certified by the MA Department of Revenue. The growth in Free Cash was the result of unexpended appropriations and actual revenues exceeding budget estimates. The main components of the unexpended appropriations were from vacancy savings in personnel budgets across all departments. The main components in the excess revenue generated were from the release of excess overlay reserves for abatements and exemptions on property taxes, motor vehicle excise taxes and building permits. The Town's Free Cash was certified at \$13,949,203 on of July 1, 2015. This request is to transfer \$4 million of the amount into the Capital Trust Fund. By adding this amount to the Trust Fund it is projected that the fund could finance a total of approximately \$40 million over the next 5 years. This includes a combination of bond financed and cash financed projects.

FISCAL IMPACT: In accordance with Town Council policy, an amount equal to 4% of the General Fund's operating budget, net of transfers, must be set aside for extraordinary and/or unforeseen expenditures from its certified Free Cash balance. The remaining balance is available for appropriation subject to Town Council approval. The allocation of the savings account balances as of July 1, 2015 in concurrence with town policies and the revenue sharing agreement between municipal and school operations is as follows:

Town Council Reserve	\$5,689,766
Municipal Savings	\$3,702,279
School Savings	<u>\$4,557,158</u>
Total	\$13,949,203

The proposed transfer of \$4 million will be drawn from the municipal and school savings accounts (\$2 million from each). This will leave a balance in each savings account that represents approximately 4% to 5% of their respective operating budgets. Combined with the Town Council reserve of almost \$5.7 million, the total remaining balance in the general fund free cash account (\$9.9 million) represents about 6.8% of the overall general fund operating budget (more than 1.5 times the amount of the Town Council's reserve policy).

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

STAFF ASSISTANCE: Mark Milne, Director of Finance

B. NEW BUSINESS (May be acted upon)

BARNSTABLE TOWN COUNCIL

**ITEM# 2016-063
INTRO: 01/07/16**

2016-063 ACCEPTANCE OF FY 2016 CULTURAL DISTRICT GRANT FROM THE MASSACHUSETTS CULTURAL COUNCIL’S CULTURAL DISTRICT GRANT IN THE AMOUNT OF \$5,000 FOR HYANNIS HYARTS CULTURAL DISTRICT

ORDERED: That the Town Council hereby accepts this grant award in the amount of \$5,000 from the Massachusetts Cultural Council’s Cultural District Grant Program. These funds will leverage other funds to create, support and promote arts marketing in Barnstable. It is further resolved that the Town Manager be authorized to contract for and expend the grant funds for the purpose stated herein.

SPONSOR: Councilor Debra Dagwan

DATE	ACTION TAKEN
_____	_____
_____	_____

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

BARNSTABLE TOWN COUNCIL

SUMMARY

ITEM# 2016-063
INTRO: 01/07/16

TO: Town Council
FROM: Jo Anne Miller Buntich, Director Growth Management
DATE: January 7, 2016
SUBJECT: Massachusetts Cultural Council Cultural District grant

ANALYSIS: The Growth Management Department has been awarded a \$5,000 grant on behalf of the Hyannis HyArts Cultural District from the Massachusetts Cultural Council Cultural District grant program. This grant is a new funding source from the Massachusetts Cultural Council and we are successful applicants in its first funding round.

MCC requires communities with more than one cultural district to propose projects that will take place in all districts. Barnstable has two cultural districts, Barnstable Village Cultural District and the Hyannis HyArts Cultural District.

The grant award will support the 2016 re-design, printing, and distribution of a comprehensive marketing brochure. The brochure will feature attractive and user-friendly maps of both the Hyannis HyArts Cultural District and Barnstable Village Cultural District; describe access the CCRTA buses that travel between these cultural districts; as well as descriptions about the ArtsBarnstable website and social media connecting users with all the cultural assets, arts offerings and local businesses.

FISCAL IMPACT: This grant funded project leverages funds from the Shanty program revenue, satisfying the required grant match. No general funds will be expended on this economic development program.

STAFF ASSISTANCE: Melissa Hersh, Growth Management Economic Development Program, Arts & Culture Coordinator

B. NEW BUSINESS (May be acted upon)

BARNSTABLE TOWN COUNCIL

**ITEM# 2016-064
INTRO: 01/07/16**

2016-064 ACCEPTANCE OF FY 2016 CULTURAL DISTRICT GRANT IN THE AMOUNT OF \$5,000 FROM THE MASSACHUSETTS CULTURAL COUNCIL’S CULTURAL DISTRICT GRANT FOR BARNSTABLE VILLAGE CULTURAL DISTRICT

ORDERED: That the Town Council hereby accepts this grant award in the amount of \$5,000 from the Massachusetts Cultural Council’s Cultural District Grant Program. These funds leverage other funds to create, support and promote arts programming in Barnstable. Further it is resolved that the Town Manager be authorized to contract for and expend the grant funds for the purpose stated herein.

SPONSOR: Councilor John G. Flores

DATE	ACTION TAKEN
_____	_____
_____	_____

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

BARNSTABLE TOWN COUNCIL

SUMMARY

ITEM# 2016-064
INTRO: 01/07/2016

TO: Town Council
FROM: Jo Anne Miller Buntich, Growth Management Director
DATE: December 28, 2015
SUBJECT: Massachusetts Cultural Council Cultural District grant

ANALYSIS: The Growth Management Department has been awarded a \$5,000 grant on behalf of the Barnstable Village Cultural District from the Massachusetts Cultural Council (MCC) Cultural District grant program. This grant is a new funding source from the Massachusetts Cultural Council and we are successful applicants in its first funding round.

MCC requires communities with more than one cultural district to propose projects that will take place in all districts. Barnstable has two cultural districts, Barnstable Village Cultural District and the Hyannis HyArts Cultural District.

The grant award will support a temporary, interactive art experience for visitors within the Barnstable Village and Hyannis HyArts Cultural Districts. The "Art Meets Nature" frame project will call artists to submit a creative "frame. The frames will then be prominently displayed in both cultural districts with suggestions to use the frames in their social media posts, including the project hashtag, and to upload images to the ArtsBarnstable Instagram and Facebook pages. Frames are expected to be in place by mid-May through October, 2016.

FISCAL IMPACT: This grant funded project leverages additional funds from Barnstable Village Cultural District fundraising through Cape Cod Art Association, satisfying the required grant match. No Town funds will be expended on this arts and culture program.

STAFF ASSISTANCE: Melissa Hersh, Growth Management Economic Development Program, Arts & Culture Coordinator

B. NEW BUSINESS (May be acted upon)

BARNSTABLE TOWN COUNCIL

**ITEM# 2016-065
INTRO: 01/07/16**

2016-065 APPROVING A CONTRACT EXTENSION FOR THE DIRECTOR OF FINANCE, MARK A. MILNE UNTIL DECEMBER 31, 2020

RESOLVED: that the Town Council authorizes Town Manager, Thomas K. Lynch, to extend the contract of the Director of Finance, Mark A. Milne until December 31, 2020

SPONSOR: Thomas K. Lynch, Town Manager

DATE	ACTION TAKEN
_____	_____
_____	_____

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