



Town of Barnstable
Town Council
James H. Crocker Jr. Hearing Room
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TOWN COUNCIL MEETING AGENDA

September 21, 2023

7:00pm

The September 21, 2023 Meeting of the Barnstable Town Council shall be conducted in person at 367 Main Street 2nd Floor James H. Crocker Jr. Hearing Room, Hyannis, MA. The public may attend in person or participate remotely in Public Comment or during a Public Hearing via the Zoom link listed below.

Councillors:

Matthew Levesque
President
Precinct 10

Jennifer Cullum
Vice President
Precinct 13

Gordon Starr
Precinct 1

Eric R. Steinhilber
Precinct 2

Betty Ludtke
Precinct 3

Nikolas Atsalis
Precinct 4

Paul Cusack
Precinct 5

Paul C. Neary
Precinct 6

Jessica Rapp Grasseti
Precinct 7

Jeffrey Mendes
Precinct 8

Tracy Shaughnessy
Precinct 9

Kristine Clark
Precinct 11

Paula Schnepf
Precinct 12

Administrator:
Cynthia A. Lovell
Cynthia.lovell@town.barnstable.ma.us

1. The meeting will be televised live via Xfinity Channel 8 or High Definition Channel 1072 or may be accessed via the Government Access Channel live stream on the Town of Barnstable's website: <http://streaming85.townofbarnstable.us/CablecastPublicSite/watch/1?channel=1>

2. Written Comments may be submitted to:
<https://tobweb.town.barnstable.ma.us/boardscommittees/towncouncil/Town Council/Agenda-Comment.asp>

3. Remote Participation: The public may participate in Public Comment or Public Hearings by utilizing the Zoom video link or telephone number and access meeting code

Join Zoom Meeting <https://townofbarnstable-us.zoom.us/j/88253926577> Meeting ID: 882 5392 6577 US Toll-free • 888 475 4499

PUBLIC SESSION

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF SILENCE

4. PUBLIC COMMENT

5. COUNCIL RESPONSE TO PUBLIC COMMENT

6. TOWN MANAGER COMMUNICATIONS (Pre-Recorded)

7. ACT ON PUBLIC SESSION MINUTES

8. COMMUNICATIONS - from elected officials, boards, committees, and staff, commission reports, correspondence and announcements

- **Private Roads Policy Workshop** by Mark S. Ells, Town Manager
- **Zero Percent Interest Loans Through the Clean Water State Revolving Fund: Flow Neutral Workshop** by Elizabeth Jenkins, Planning & Development Director; Daniel W. Santos, Director of Public Works

9. ORDERS OF THE DAY

- A. Old Business
- B. New Business

10. ADJOURNMENT

NEXT REGULAR MEETING: October 05, 2023

ITEM NO.	INDEX TITLE	PAGE
A.	OLD BUSINESS	
2024-036	Order waiving inspection fees for public libraries in the Town of Barnstable for a period of one year (Public Hearing) (Roll Call Majority Vote)	
B.	NEW BUSINESS	
2024-037	Appointments to a Board/Committee/Commission: Comprehensive Financial Advisory Committee: James Sproul, as a regular member, to a term expiring 06/30/2026; Housing Committee: Asia Graves, as a regular member, to a term expiring 06/30/2026; Hyannis Main Street Waterfront Historic District Appeals Committee: Aaron Webb, as a regular member, to a term expiring 06/30/2024; Open Space Committee: Lev Malakhoff, as a regular member, to a term expiring 06/30/2024 (First reading) (Refer to second reading 10/05/2023)	
2024-038	Supplemental Appropriation Order in the amount of \$52,993 for the Barnstable School Department Fiscal Year 2024 Operating Budget for the purpose of funding a full-time Administrative Assistant position for Special Education Finances and Medicaid (Refer to Public Hearing 10/05/2023)	

Please Note: The lists of matters are those reasonably anticipated by the Council President which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may be discussed 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 as 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, it may be continued to a future meeting, and with proper notice.

A. OLD BUSINESS (Public Hearing) (Roll Call Majority Vote)

BARNSTABLE TOWN COUNCIL

ITEM# 2024-036
INTRO: 09/07/2023, 09/21/2023

2024-036 ORDER WAIVING INSPECTION FEES FOR PUBLIC LIBRARIES IN THE TOWN OF BARNSTABLE FOR A PERIOD OF ONE YEAR

ORDERED: Notwithstanding the provisions of any ordinance of the Town regarding schedules of fees, public libraries in the Town of Barnstable shall be exempt from the payment of inspection fees for a period of one year, commencing on October 23, 2023.

SPONSOR: Gordon Starr, Councilor, Precinct 1

DATE	ACTION TAKEN
<u>09/07/2023</u>	<u>Refer to Public Hearing 09/21/2023</u>

- ___ Read Item
- ___ Motion to Open Public Hearing
- ___ Rationale
- ___ Public Hearing
- ___ Close Public Hearing
- ___ Council Discussion
- ___ Vote

BARNSTABLE TOWN COUNCIL

ITEM# 2024-036
INTRO: 09/07/2023, 09/21/2023

SUMMARY

TO: Town Council
FROM: Karen L. Nober, Town Attorney
THROUGH: Mark S. Ells, Town Manager
DATE: September 07, 2023
SUBJECT: Order waiving inspection fees for public libraries in the Town of Barnstable for a period of one year

BACKGROUND: All residents of the Town of Barnstable benefit from the services provided by the Town's public libraries. Accordingly, several Councilors have asked that the Town waive inspection fees for public libraries. In 2016, the Town Council voted to waive fees for construction work on the new Hyannis Fire District Fire Station, and in 2022, the Town Council voted to waive fees for construction work by the Barnstable Fire District for a new water treatment plant.

FISCAL IMPACT: The annual inspection fee for each library that would be waived under this order is \$50 per library.

TOWN MANAGER RECOMMENDATION: Mark S. Ells, Town Manager, recommends approval of this fee waiver.

STAFF ASSISTANCE: Brian Florence, Director of Inspectional Services

B. NEW BUSINESS (First reading) (Refer to second reading 10/05/2023)

BARNSTABLE TOWN COUNCIL

**ITEM# 2024-037
INTRO: 09/21/2023**

2024-037 APPOINTMENTS TO A BOARD/COMMITTEE/COMMISSION

RESOLVED: That the Town Council appoints the following individuals to a multiple-member Board/Committee/Commission: **Comprehensive Financial Advisory Committee:** James Sproul, as a regular member, to a term expiring 06/30/2026; **Housing Committee:** Asia Graves, as a regular member, to a term expiring 06/30/2026; **Hyannis Main Street Waterfront Historic District Appeals Committee:** Aaron Webb, as a regular member, to a term expiring 06/30/2024; **Open Space Committee:** Lev Malakhoff, as a regular member, to a term expiring 06/30/2024

SPONSORS: Appointments Committee Members: Councilor Paula Schnepf, Chair; Councilor Tracy Shaughnessy; Councilor Jeffrey Mendes; Councilor Nikolas Atsalis; and Councilor Gordon Starr

DATE	ACTION TAKEN
_____	_____
_____	_____

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

B. NEW BUSINESS (Refer to a Public Hearing 10/05/2023)

BARNSTABLE TOWN COUNCIL

**ITEM# 2024-038
INTRO: 09/21/2023**

2024-038 SUPPLEMENTAL APPROPRIATION ORDER IN THE AMOUNT OF \$52,993 FOR THE BARNSTABLE SCHOOL DEPARTMENT FISCAL YEAR 2024 OPERATING BUDGET FOR THE PURPOSE OF FUNDING A FULL-TIME ADMINISTRATIVE ASSISTANT POSITION FOR SPECIAL EDUCATION FINANCES AND MEDICAID

ORDERED: That the amount of **\$52,993** be raised from current year revenue and added to the Fiscal Year 2024 Barnstable School Department Operating Budget of \$82,761,867 appropriated under Town Council Order 2023-156, resulting in a revised Fiscal Year 2024 Operating Budget of \$82,814,860.

SPONSOR: Mark S. Ells, Town Manager

DATE	ACTION TAKEN
_____	_____
_____	_____

- ___ Read Item
- ___ Motion to Open Public Hearing
- ___ Rationale
- ___ Public Hearing
- ___ Close Public Hearing
- ___ Council Discussion
- ___ Vote

BARNSTABLE TOWN COUNCIL

ITEM# 2024-038
INTRO: 09/21/2023

SUMMARY

TO: Town Council
FROM: Mark S. Ells, Town Manager
THROUGH: Sara Ahern, Superintendent of Schools
DATE: September 21, 2023
SUBJECT: Supplemental Appropriation Order for the Fiscal Year 2024 School Department Operating Budget to Fund a Full-Time Administrative Assistant Position for Special Education Finances and Medicaid

BACKGROUND: The Superintendent and Director of Human Resources has engaged in a comprehensive review of the administrative assistant support services in the School Administration Building. By analyzing the job descriptions and responsibilities of various personnel, they have determined that there are several job functions in the area of finances and payroll that are currently not adequately covered by assistants within the school department.

Based on the analysis, the Superintendent and School Committee have revised one job description to focus on payroll and support of the Office of Student Services. They also developed a new job description for a new position, Administrative Assistant for Special Education Finances and Medicaid, to be sure that all critical functions are being executed.

ANALYSIS: Special education finances are some of the most complicated within the District and many of these expenses come with some form of reimbursement such as Circuit Breaker and Medicaid. This position tasks an individual as singularly responsible for supporting the implementation of special education finances in a comprehensive way.

Medicaid reimbursement is one of the primary areas that has been inadequately executed for several years. It is anticipated that, with a person devoted to finances of special education, the District will better be able to maximize the submission of medicaid reimbursable expenses in collaboration with the Town's Finance Department.

FISCAL IMPACT: The Fiscal Year 2024 General Fund Operating Budget was balanced using an estimated \$300,000 in Medicaid revenue for anticipated reimbursements on eligible services provided to students of the Barnstable school system. This revenue estimate can be raised by \$52,993 in order to provide the funding for this position. Total Medicaid revenue received in Fiscal Year 2023 was \$375,750. It is projected that Medicaid reimbursements in the future can more than double with a position focused on collecting the data on eligible services that can be billed to Medicaid.

TOWN MANAGER RECOMMENDATION: Mark S. Ells, Town Manager, recommends approval of this budget increase.

STAFF ASSISTANCE: Sara Ahern, Superintendent of Schools