



# Town of Barnstable Town Council

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Councillors:

Dr. Debra S. Dagwan  
President  
Precinct 8

Jessica Rapp Grassetti  
Vice President  
Precinct 7

Ann B. Canedy  
Precinct 1

Eric R. Steinhilber  
Precinct 2

Paul Hebert  
Precinct 3

Frederick Chirigotis  
Precinct 4

James H. Crocker  
Precinct 5

William Crocker  
Precinct 6

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 to the  
Town Council:  
Barbara A. Ford

Administrative  
Assistant:  
Cynthia A. Lovell

## MEETING AGENDA TOWN HALL HEARING ROOM December 19, 2013 7:00 PM

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
  - **Performance by the Barnstable High School Chamber Chorus with Choral Director Marcia J. Wyrwal**
- 4. PUBLIC COMMENT**
- 5. COUNCIL RESPONSE TO PUBLIC COMMENT**
- 6. ACT ON MINUTES (Includes Executive Session)**
- 7. COMMUNICATIONS – from elected officials, boards, committees, staff, commission reports, correspondence and announcements**
- 8. ORDERS OF THE DAY**
  - A. Old Business**
  - B. New Business**
- 9. TOWN MANAGER COMMUNICATIONS**
  - **2014 Calendar of Meetings**
  - **Town Council Election of Officers**
- 10. ADJOURNMENT**

**NEXT REGULAR MEETING: January 2, 2014**

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**A. OLD BUSINESS**

**B. NEW BUSINESS**

2014-044	Acceptance of a \$216,121.64 FY14 State 911 Department Training and Emergency Medical Dispatch Grant from the Commonwealth of Massachusetts Executive Office of Public Safety <b>(May be acted upon)</b> .....	3 - 4
2014-045	Appropriation Order \$94,175 from the Bismore Park Special Revenue Fund for new Parking Station Kiosks at Bismore Park <b>(Refer to public hearing (01/02/14) (Roll call)</b> .....  Review of Open Meeting Law complaint filed with the Barnstable Town Clerk on November 26, 2013 by Susan Limoncelli and Albert Russo relating to the redaction on the basis of attorney-client privilege of certain portions of the released executive session minutes of February 16, 2012. The Town Council may vote to go into executive session under G.L. c. 30A s. 21(a) (1) to discuss the Open Meeting complaint.	5 - 7

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**Approve Minutes – December 5, 2013**

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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.

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

**BARNSTABLE TOWN COUNCIL**

**ITEM NO# 2014-044  
INTRO: 12/19/13**

**2014-044 ACCEPTANCE OF \$216,121.64 FY14 STATE 9-1-1 DEPARTMENT TRAINING AND EMERGENCY MEDICAL DISPATCH GRANT**

**RESOLVED:** That the Town Council hereby accepts a FY2014 State 911 Department Training and Emergency Medical Dispatch Grant award in the amount of \$216,121.64 from the Commonwealth of Massachusetts Executive Office of Public Safety and Security

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

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

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

# **BARNSTABLE TOWN COUNCIL**

**ITEM# 2014-044**  
**INTRO: 12/19/13**

## **SUMMARY**

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Town Manager  
**THROUGH:** Paul MacDonald, Chief of Police  
**DATE:** December 4, 2013  
**SUBJECT:** Acceptance of a FY2014 State 911 Department Training and Emergency Medical Dispatch (EMD) Grant award in the amount of \$216,121.64 from the Commonwealth of Massachusetts Executive Office of Public Safety and Security

**BACKGROUND:** The Department has been awarded a grant in the amount of \$216,121.64 relative to our role as a primary Public Safety Answering Point (PSAP) to fund the training and certification of enhanced 911 telecommunicators, including emergency medical dispatch (EMD). This current grant will fund the EMD training and certification of all new telecommunicators serving as dispatchers at the Barnstable Police Department. Additionally, this grant will fund continuing education courses as required by law in such areas as CPR and specialized dispatch training on other topics such as active shooter, domestic violence and suicide for the 82 telecommunicators who were previously trained in EMD. This grant will also fund the basic 40-hour telecommunicator course for 10 new officers. Only telecommunicators trained and certified in EMD can work in the dispatch area.

### **ANALYSIS**

Acceptance of this grant will enable the department to fulfill their training obligations as a primary PSAP as required by laws that become effective on July 1, 2012.

### **GRANT DETAIL**

\$216,121.64 will be directed to pay for class fees for 82 telecommunicators, overtime associated with the training, as well as course costs and training for the Basic Public Safety Telecommunications courses for 10 new police officers. Most of the training will be conducted on-site at the Barnstable Police Department facility.

### **FISCAL IMPACT**

This is a reimbursement grant for all training costs, materials and overtime. There is no match required. All costs associated with this grant contract must be completed by June 30, 2014.

### **TOWN MANAGER RECOMMENDATION**

The Town Manager recommends acceptance of this grant.

### **STAFF ASSISTANCE**

Chief Paul B. MacDonald  
Anne Spillane

**B. NEW BUSINESS (Refer to public hearing 01/02/14)**

**BARNSTABLE TOWN COUNCIL**

**ITEM# 2014-045**

**INTRO: 12/19/13**

**2014-045 APPROPRIATION ORDER - \$94,175 FROM THE BISMORE PARK SPECIAL REVENUE FUND FOR NEW PARKING STATION KIOSKS AT BISMORE PARK**

**ORDERED:** That the sum of \$94,175 be appropriated for the purpose of funding new parking station kiosks and related costs for Bismore Park; and to meet this appropriation, that \$94,175 be transferred from the Bismore Park Special Revenue Fund.

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

<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# 2014-045**

**INTRO: 12/19/13**

## SUMMARY

**TO:** Town Council  
**FROM:** Thomas K. Lynch, Town Manager  
**THROUGH:** Richard Scali, Interim Director of Regulatory Services  
**DATE:** December 12, 2013  
**SUBJECT:** Appropriation Order of \$94,175 for new parking station kiosks and related costs at Bismore Park

**BACKGROUND:** The Town of Barnstable Regulatory Services Department is looking to upgrade and replace some old model pay stations located on Ocean Street, Hyannis with up to (5) brand new, state-of-the-art multi-space meters with the capability of accepting coins, bills, credit cards, smart cards and contactless payment options. This system must have the ability to be managed and monitored remotely and be capable of operating in a Pay-by-Space environment.

The decision to convert from a Pay and Display multi-space format to a Pay-by-Space multi-space format was based on the following conditions and goals:

1. The Pay-by-Space system will eliminate the need for customers to return to their vehicle to display the receipt on their dashboard as they currently do. They will now be able to simply “park and go”. This is particularly important for customers who are running late for a dinner reservation or to catch an excursion boat or ferry. This also means that the parking enforcement staff will be less likely to issue a violation to a customer who is in transit to pay or from paying to display proof of payment in the vehicle.
2. The Pay-by-Space system will provide customers a receipt that they can carry around with them so they will no longer have to guess how much time they have left on the meter.
3. With the Pay-by-Space system, customers will be able to pay for or add time to their meter from any other pay station in the Barnstable system. Since those who have already paid have their receipt that shows the lot number and space number they parked in, they will be able to go to any pay station and simply enter this information to add time.

Other important goals for obtaining the new parking revenue equipment include:

1. Increase Payment Options – the ability to accept not only coins (quarters, dollars) as is done today, but credit cards and pay by cell phone.
2. Multi-lingual Display – the ability to provide instructions/directions in multiple languages.

## 2014-045 (Continued)

3. Advertising & Messaging Display the ability to display parking promotional information, business district promotions and special event information on the digital display when in resting mode.
4. "Green and Clean" the ability to provide 100% solar powered units as well as hard wire option.
5. Meter Communication Systems the ability to inform customers when certain payment systems are down and what payment systems are still being accepted; or to go to another nearby unit to pay. A remote monitoring system will also provide home office notice of distressed meters, remote rate changing ability in addition to providing real-time utilization and related data.
6. Improve Revenue/Reduce Operational Costs increase revenue through payment options and reduce cash/coin collection costs.
7. Flexibility to change back to Pay & Display if desired.

### **FISCAL IMPACT:**

The appropriation requested is to fund the following items:

1. Up to 5 (Five) Multi-Space Parking Pay Stations at a cost of approximately \$18,000 each, for a total of \$90,000.
2. Digital Patrol Smart Phone Connections approximately \$5.00 per month per machine. Annual costs projected to be \$300; cost for FY14 is \$50.
3. Emergency Management Service (EMS) Approximately \$50 per month per machine. Annual costs projected to be \$3,000; cost for FY14 is \$250.
4. Service and parts contract is approximately \$125 per machine per month. Annual costs projected to be \$7,500. No cost for FY14 as warranty should cover the first year.
5. Awning designed for each machine approximately \$375.00 for each machine totaling \$1,875.00 for FY14.
6. Removal of old rusted meter posts approximately \$2,000 for FY 14.

Total appropriation request is for \$94,175; \$90,000 for 5 Pay Stations, \$1,875 for 5 Awnings, \$2,000 for removal of old posts, \$250 for Emergency management service and \$50 for Digital Patrol Smart Phone. The Bismore Park Special Revenue Fund has sufficient resources to fund this request and the request is in line with the fund's stated purpose. The current balance in the account is \$218,563. Gross revenue generated from Bismore parking meter receipts in fiscal year 2013 was \$222,572.

**TOWN MANAGER RECOMMENDATION:** The Town Manager recommends the approval of the transfer of these funds.

**STAFF ASSISTANCE:** Richard Scali, Interim Director of Regulatory Services and Mark Milne, Finance Director