



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

367 Main Street, Village of Hyannis, MA 02601

v. 508.862.4654 • f. 508.862.4717
www.town.barnstable.ma.us
Email: cfac@town.barnstable.ma.us

CFAC Members:

Chair:

Lillian Woo

Members:

Vice Chair, Hector Guenther
Clerk, Chuck McKenzie
Jacky Johnson
Neil Kleinfeld
Chris Lauzon
Wendy Solomon
James Sproul

Staff Liaison:

Mark Milne

Councilor Liaison:

Craig Tamash

MEETING MINUTES

03.15.2024

5:00 PM

Roll Call:

Lillian Woo called the meeting to order at 5:00pm

CFAC Members Present: Chris Lauzon, Hector Guenther, Lillian Woo, Jim Sproul, Neil Kleinfeld, and Chuck McKenzie

- Councilors Present: Craig Tamash
- Staff Present: Mark Milne, Director of Finance

Public Comment

None

Correspondence

None

Quick recap

The Comprehensive Financial Advisory Committee met to review and edit the Capital Improvement Plan report, focusing on its content, format, and presentation. They agreed to review and vote on the approval of the document page by page. The team discussed revisions to a document, focusing on capitalization, sentence structure, and headers. They also discussed a proposal, the Municipal Empowerment Act, which would allow communities to raise certain taxes if it gets passed by the State. The team also discussed the upcoming presentations to the Town Council.

Summary

Comprehensive Financial Advisory Committee Meeting on CIP Report Approval

The Comprehensive Financial Advisory Committee convened at 5pm on March 15, 2024, to review the final draft of the CIP report. The team discussed its implications and potential effects, as well as the document's formatting. There was agreement to review and vote on the approval of the document page by page. Neil suggested this approach, and the approval date was set for March 15th, with no major decisions or disagreements.

Report Editing and Service Fee Analysis

The team discussed and edited a report, focusing on its content, format, and presentation. They decided to add a new page and adjust the placement of certain sections. The team removed a footnote on a pie chart, the last sentence on page 7, and a sentence in the paragraph below the 5 Year Plan comparison due to awkward phrasing. They agreed to remove the last sentence on page 8 as well. The team also discussed potential issues with service fee increases and agreed on the need for further analysis.

Document Revisions and Clarifications

The team discussed revisions to the document, focusing on capitalization, sentence structure, and headers. They decided to lowercase the capital 'C' in "Capital" and "Capital Supplies" for clarity. Additionally, they agreed to remove an unnecessary header under the pie chart source and to adjust the capitalization in the "Buildings and Capital Supplies" header. The team also addressed and corrected confusion about the existence of a water district in West Barnstable.

Document Accuracy and Formatting

The team discussed the accuracy and formatting of the document, especially focusing on pages 11, 12, and 3. Chuck raised concerns about sentence and graphic alignment and suggested rewording for easier readability. The team agreed to consider rewording and improving formatting, particularly to avoid splitting sentences across pages. They also approved pages 2 and 3. Lillian suggested ways to incorporate important points to avoid them looking 'tacked on'. The team then moved on to discuss page 4.

Municipal Empowerment Act Discussion

The team discussed the proposed Municipal Empowerment Act, which would allow communities to raise certain taxes. However, the proposal has not yet been enacted, and it was emphasized that the document should clarify this point. A particular emphasis on clarifying the distinction between room taxes and short-term rental taxes. The team agreed on minor changes to improve the clarity of the content, including specifying that the potential increase was pending legislative approval.

Approval of Report

Hector proposed to approve the report, which was duly seconded and supported by the rest of the participants. The report was then to be sent to Mark for further action. James publicly thanked Neil for his leadership throughout the process.

Cip Orders, Public Hearings, and Town Council Presentations

Mark announced the first reading of the CIP orders would be on the agenda for the April 4th meeting, with public hearings starting at the next meeting on April 25th. The team planned to discuss inviting committee members to present to the Town Council. The team also discussed the procedure of introducing items to the Town Council, clarifying that all appropriations require two readings. A presentation summarizing the proposed capital plan was planned for the April 4th meeting, with the Town Manager likely giving a brief introduction before handing it over to Mark. Neil suggested coordinating the presentations to avoid duplication and confusion. The team decided to present their report jointly with others, with Mark determining the order of presentations. The importance of keeping the presentation at a high level to avoid overwhelming the Council was emphasized by Craig. Mark agreed to circulate the CIP slide deck from the previous year's Town Council meeting and integrate key portions of their report.

Upcoming Meetings and Budgets

Lillian led a discussion about upcoming meetings and to focus on the operating budget in the next CFAC meeting. There was also a suggestion to review the Council meeting videos to better understand the conduct of the presentations. Finally, the group agreed to finalize the agenda for the upcoming meeting by the 20th.

Next steps

- Hector will make the edits and finalize the document after the meeting.
- Mark will discuss the report presentation with the Town Council leadership.
- Craig will invite the CIP group to present to the Town Council.
- Mark will circulate the CIP slide deck from last year's Town Council meeting to Jim, Neil, and Hector.
- Neil will prepare slides on CFAC's report.
- The committee will discuss and finalize the agenda for the meeting on March 25th.

Attachments: https://tobweb.town.barnstable.ma.us/BoardsCommittees/CFAC/Capital_Review/FY25-CFAC-FY25-29-Capital-Improvement-Plan-Report.pdf?tm=3/19/2024%2012:40:29%20PM

APPROVED