



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 Committee:

Chair:
Lillian Woo

Members:
Vice Chair, Ralph Krau
Clerk, Hector Guenther
John Schoenherr
Joseph Mladinich
Melanie Powers
Tracey Brochu

Staff Liaison:
Mark Milne
Nathan Empey

Councilor Liaison:
Paula Schnepf

MEETING MINUTES

02.24.20

6:00 PM

Selectmen's Conference Room

Roll Call:

- CFAC Members Present: Ralph Krau ,Hector Guenther, Melanie Powers, John Schoenherr, Tracey Brochu, and Joseph Mladinich
- CFAC Members Absent: Lillian Woo
- Councilors Present: Paula Schnepf
- Staff Present: Mark Milne, Finance Director; Nathan Empey, Budget Analyst
- Other Present: None

Call to Order:

Ralph Krau called the CFAC meeting to order at 6:00 PM in the Planning & Development Conference Room at Town Hall.

Act on Minutes:

The following minutes were approved by unanimous vote:

02.18.20

Comments:

None

Old Business:

CFAC continued reviewing their FY 2021 CIP Report, which Ralph K. indicated they would follow the same editing process with some of the following suggested edits.

- Melanie P. noted under the Must Do Score of 4 delete “and” and replace with “because”.
- Ralph K. suggested the Environmental and Natural Resources bullets should be bolded to note the importance.
- Melanie P. noted on page 3 strikeout “of them” and add an ‘s’ to evaluation.
- Ralph K. asked Hector G. if CFAC should recommended being involved in the second round of scoring. Mark M. noted that CFAC used to score projects in the past, but the members didn’t feel they had enough knowledge on the topics. Ralph K. noted the process is time consuming. Hector G. suggested that CFAC not participate in the second round of scoring, and that we shouldn’t get into detail we’re not qualified in. Joseph M. asked what about CFAC being directly involved in the manager’s second round of scoring? Mark M. responded the second round of scoring is conducted individually.
- Melanie P. noted the word “Sponsored” throughout the report should be changed to “Sponsoring”.
- Melanie P. noted that two of the HYCC evaluations bullets “Document” and “Compare” should be changed to questions.
- Paula S. commented that she really likes the evaluations, and that it should be incorporated into next year’s CIP process. Hector G. responded that managers at the end of the project would do project evaluations. John S. noted management should be writing their evaluations at the same time they are writing the projects. John S. also noted that some projects can be evaluated immediately while others overtime. Mark M. noted Town Council could make a special request to the Town Manager to formally establish a process, and that this could be a rolling document.
- Mark M. noted the heading for the projects, as an example, SCH-20-1 that the 20 should be 21 for all project headings.
- Melanie P. noted under the police evaluations that “Document” needs to be changed to a question.
- Mark M. noted the number \$197 million needs to be changed to \$297 million to reflect Part 4 of the Five Year Funding Plan in the capital booklet.
- Mark M. noted the paragraph should include that enterprise funds in the five-year plan are subject to the level of rate increases, sewer assessments, and General Fund support.
- John S. on page 4 the bullet point justification on sports fields should be paragraph form so that it’s consistent throughout the report. Also, the bullet format on School Positive Attendance justification should be strikeout.
- Ralph K. noted we should bold the sentence “These are additional cost factors”.
- Melanie P. noted that there are other critical issues in town such as housing; maybe we should reference most critical environmental issues on page 7.
- John S. commented what type of roof is at the HYCC facility and is there still a warranty that could be used as a motive behind the questions because of it’s short lifespan. What was the cause of the failure? Melanie P commented it’s a relatively new building that needs to be renovated. Paula S. noted it’s worth exploring if there’s still a warranty, but it’s hard to go after the contractor at this point.
- Mark M. noted there should be a comment that the \$1 billion cost of the comprehensive wastewater plan is over 30 years.
- Hector G. suggested we delete the sentence that includes “plan is extraordinary as are the cost estimates”
- Melanie P. noted on page 10 that the first six items are structurally different than 7, 8, & 9, and therefore, should be separated.
- Mark M. noted the short-term policy revenue bullet should include that the development of short-term regulations financial impact should be considered.

- Melanie P. noted we should delete that repeated sentence on page 10 “CFAC appreciates”.

New Business:

None

Matters not reasonably anticipated by the chair:

None

Discussion of topics for the next meeting:

Finance Director to update the committee on the FY 2021 budget projection, and review the Police Department’s operating budget with staff members on Monday March 9th at 6 p.m. in the Planning & Development Conference Room.

Adjournment:

List of documents handed out

1. 02.18.20 minutes
2. CFAC Drafted Annual Capital Improvements Report