



The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)

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CFAC Committee:

Chair:

Lillian Woo

Members:

Vice Chair, Hector Guenther

Clerk, Chuck McKenzie

John Schoenherr

Melanie Powers

Tracey Brochu

Wendy Solomon

Staff Liaison:

Mark Milne

Councilor Liaison:

Paula Schnepf

MEETING MINUTES

06/27/2022

6:00 PM

Zoom Meeting : <https://townofbarnstable-us.zoom.us/j/89585298449>

Meeting ID: 895 8529 8449

Roll Call:

Chair Woo called the CFAC Zoom meeting to order at 6:01pm, Clerk McKenzie called the roll.

- CFAC Members Present: Hector Guenther, Chuck McKenzie, John Schoenherr, Wendy Solomon, Lillian Woo, Tracey Brochu joined 6:20 p.m.
- CFAC Members Absent: None
- Councilors Present: None
- Staff Present: Director of Finance Mark Milne, Rachael Toolas, Treasury Supervisor
- Other Present: None

Approval of Minutes

April 25, 2022 - Vice Chair Guenther motioned to approve the minutes, Member Solomon seconded.

Vote:

Aye: Hector Guenther, Chuck McKenzie, John Schoenherr, Wendy Solomon, Lillian Woo

Nay: None

June 13, 2022 – Vice Chair Guenther motioned to accept the minutes, Member Solomon seconded.

Vote:

Aye: Hector Guenther, Chuck McKenzie, John Schoenherr, Wendy Solomon, Lillian Woo

Nay: None

Public Comment:

None

Correspondence:

None

Communication from Staff:

Tracey Brochu is not renewing her appointment for next year. Melanie Powers has accepted a new position and is unable to attend meetings. She has not renewed her appointment as well. Chair Woo expresses that there are now only five members on the committee and everyone will need to be present for a quorum. If a member is unable to attend, it's possible change the schedule if we know ahead of time. Clerk McKenzie asked about the processes for individuals interested in applying to serve on a committee. Mark Milne explains the process of sending in an application to Administrative Assistant Cynthia Lovell who gives it to the Appointments Committee. They will review all applications for vacancies and make recommendations to the Town Council for appointments.

Mark Milne updates the committee with the virtual meeting environment. The authorization for remote meetings expires on July 15. At this point, there has been no action to extend virtual meetings until December 2023. If the State does not act, our next scheduled meeting on July 25 will be in person. Mr. Milne will secure a meeting location and Rachael Toolas will email members of the location.

The zoom hyperlink in the Agenda did not work. It needs to be typed in. If there is a zoom meeting for July 25th it needs to be posted on the CFAC webpage and Town Calendar.

Old Business:

Review of the FY23 CFAC Financial Overview Report Version 2

Pg. 1 - Community Profile -Insert a colon mark after the word population, income, etc. rather than the word is because it looks more professional. The Cape Cod Commission is credited with the demographic information. A hyperlink is added to Data Cape Cod.

Pg. 2 - Lessons Learned From Covid -This section was to be submitted by Member Powers, but she has been unable to complete it. Chuck McKenzie will complete this section. Financial Accountability – Changes to the first sentence are made. Member McKenzie will email his edits to Mr. Milne. AAA Bond Rating – In order to keep consistency within the text, use Fiscal Year instead of FY throughout the written report. This change doesn't apply to charts. The report should refer to the seven villages not seven towns of Barnstable.

Pg. 3 - Budget History – The data will be updated after the Fiscal Year closes. Mr. Milne will complete the Municipal Operations section.

Pg. 4 - Governmental Structure - Member Schoenherr updated this review from last year. There were some grammatical corrections discussed. The paragraph that includes the Fire Districts and Water Department is going to be re-written.

Pg. 5 - Property Taxes –Member Solomon and the committee discuss how in past years the report included large projects and economic development. This would take up too much space in the section. Possibly it could be put on the last page of the report. Member Schoenherr changed wording in the Department table. There were grammatical

changes made and the highlighted paragraph was removed and replaced. Chair Woo will send Wendy Solomon some information.

Pg. 6 - General Fund Resources – Grammatical corrections were made to keep capitalization and vocabulary consistent within the text.

Pg. 7 - General Fund Expenditures – No changes were made.

Pg. 8 - Enterprise Fund Budgets – Vice Chair Guenther left the text the same, but subject to suggestion. There was discussion referencing the General Fund versus general funds.

Pg. 9, 10 - Public Education Overview – Chair Woo rewrote the overview of funding. Member McKenzie questioned if Chapter 70 needed to be moved above the chart so that it explains its definition. The Foundation Budget definition is inserted between the main paragraph and Chapter 70 to help clarify its meaning. It is suggested to define the percentage of change in the number of students over a ten-year period.

Pg. 11 - Comprehensive Wastewater Management Plan – Earlier in the meeting Member Brochu discussed removing the chart from a previous draft and inserting a hyperlink into the document instead. More updates will be in the version 3 draft. The Committee discusses how the first sentence should be impactful and suggest how the sentence should read. CWMP is the biggest and most far-reaching project ever undertaken by the Town of Barnstable. There was continued discussion regarding wording in the paragraph. Chair Woo and Member Solomon will make additional revisions, and will forward the changes to Mr. Milne. The second paragraph should emphasize the viability for future residents. Chair Woo expresses appreciation for Member Brochu’s contributions. Member Schoenherr thought it should be noted in the text that this is mandated for Cape Cod not just for the Town of Barnstable.

Pg. 12 - Questions and Answers CWMP – Mark Milne will be finalizing this section.

Pg. 13 - Roster of Committee Members – Members who have ended their terms or resigned will still be listed to receive recognition for serving on the committee. Vice Chair Guenther is planning on making a substantial effort in recruiting new members.

The final draft will be due at the August 22nd meeting.

New Business:

None

Matters not reasonably anticipated by the chair:

None

Adjournment:

7:20 PM Vice Chair Guenther made a motion to adjourn, Wendy Solomon seconded.

Vote:

Aye: Hector Guenther, Chuck McKenzie, John Schoenherr, Wendy Solomon, Lillian Woo

Nay: None

List of documents handed out:

FY23 CFAC Financial Overview Report Draft